



American Samoa Community College
Student Services Division

IN- HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Library Associate Supervisor
Employment Status: Full-Time 12 months (Career Service)

General Description:

The Library Associate Supervisor reports directly to the Program Director of Library Services and is responsible for supervising the daily operations of assigned service areas within the ASCC Library. The position directly supervises Library Associates and Clerks, prioritizes and coordinates workloads, and ensures the timely completion of operational and administrative functions, including scheduling, calendar management, meeting coordination, records management, form processing, submitting and following up on purchase requests for supplies and library service orders, and the compilation of statistical data and reports. The Library Supervisor also serves as a liaison by communicating library services, policies, and procedures to students, faculty, and staff. The Library Supervisor is also responsible for monitoring the condition, cleanliness, and functionality of the library facilities by identifying maintenance and sanitation needs, submitting and tracking work orders, and coordinating timely follow-up to ensure a safe, clean, and well-maintained environment.

Responsibilities and Duties:

Administrative

- Hires, trains, and supervises hourly staff. May supervise benefited staff
- Coordinates and ensures quality of service delivery through appropriate staff scheduling, training, assessment, and internal communication
- Manages workload priorities for themselves and team members, ensuring the timely completion of scheduled and assigned tasks within established guidelines
- Monitors library facilities, submits and tracks maintenance and sanitation work orders, and ensures timely completion to maintain a safe, clean, and functional environment

Technical

- Records, compiles, and manages library services statistics for assigned areas
- May serve as a principal liaison between students, faculty, staff, other departments, and/or external constituents
- Participates in the development and implementation of library policies and procedures
- May provide instruction, liaison services and/or consultation to students, faculty, and/or staff as assigned by Cataloger and Program Director
- Performs more complex office management duties, including managing schedules/calendars, scheduling meetings, creating, and processing forms, and keeping records as appropriate
- Coordinates the day-to-day management of supplies, equipment, and facilities for the area
- Tracks financial expenditures or calculates and prepares general budget reports as deemed appropriate by the Program Director
- Creates and maintains basic statistical data, reports, and databases
- May be assigned responsibility to serve on or lead collaborative groups within the Student Services Division

Reporting

- Provides divisional reports as assigned by Program Director on a weekly, monthly, quarterly, and annual basis that align with daily roles and responsibilities

Minimum Qualifications:***Minimum:***

- Associate of Arts degree with two (2) years of directly related experience in supervision and records
- Knowledge of or ability to learn library related computer programs
- Computer skills, including Word, Excel, and web browsers
- Records maintenance skills
- Knowledge of supplies, equipment, and/or services ordering and inventory control
- Ability to meet deadlines
- Effective communication skills with the ability to maintain positive working relationships with colleagues, patrons, and external stakeholders
- Ability to consult and collaborate with library leaders including the Cataloger and to enhance overall library effectiveness
- Effective problem-solving skills to assist patrons and stakeholders
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise judgment
- Ability to make procedural decisions and judgments
- Ability to consult and collaborate effectively with library department and division leadership
- Knowledge or ability to train in the principles and procedures of professional library work including methods, practices, and techniques

Preferred:

- Bachelor's degree plus two (2) years of library related experience; or
- Associate degree plus four (4) years of library related experience, including a minimum of two years at the supervisory and records management level

Salary: GS-12/01-06: \$ 30,212.00 - \$ 35,412.00 per annum

Application Deadline: September 10th, 2026 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”