

JOB DESCRIPTION

For White Cloud Community Library

CIRCULATION LIBRARIAN – 1 & 2 & 3

General Summary:

Provides circulation services, oversees circulation desk operations, responds to patron requests in person and via telephone

Scope of Responsibilities:

- 1. Patrons needs are top priority*
- 2. Attend to services of circulation desk*
- 3. Provide direct services to patrons at circulation desk*
- 4. Follow scheduling and workflow for circulation services*
- 5. Help train new employees working in the circulation area*
- 6. Learn new updates and programs needed at circulation area*
- 7. Count and record daily petty cash records when needed*
- 8. Input new patrons and update information of existing patrons into data base*
- 9. Process Inter-Library Loan materials*
- 10. Report any necessary office supplies needed for circulation desk to Library Director*
- 11. Responsible for purchase recommendations for assigned sections of circulation materials.*
- 12. Complete the annual inventory*
- 13. Create necessary signage used for patron guidance*
- 14. Shelves materials, read shelves and straightens areas daily as necessary*
- 15. Be prepared to help with any projects and programs*
- 16. Participate in rotation work on Saturdays and evenings*
- 17. Attends library conferences, meetings, and workshops as authorized or recommended by Library Director*
- 18. Attend monthly staff meetings*

Required knowledge, skills and abilities:

- 1. High School diploma and college degree relating to public service*
- 2. Successful experience working with the public.*
- 3. Maintain confidentiality of all patron records and trans-actions*
- 4. Ability to organize and set priorities*
- 5. Answers telephone in polite and professional manner; makes appropriate referrals*
- 6. Ability to deal tactfully and courteously with the public*
- 7. Excellent written and verbal communication skills*
- 8. Excellent clerical and computer skills*

9. *Interpersonal and communication skills necessary to interact with various library personnel and patrons.*
10. *Interest and awareness of initiatives and activities in White Cloud Area*
11. *Ability to work comfortably with automated systems and computer hardware/software.*
12. *Ability to work under general supervision with latitude in exercising independent judgment and discretion.*
13. *Analytical ability to maintain accurate statistics.*
14. *Visual acuity and physical skills necessary to retrieve library materials from shelves maintain library materials and operate equipment.*
15. *Physical ability to push/pull fully loaded book carts and lifts/ carries materials weighing up to 40 pounds.*
16. *Hearing ability to answer telephone and patron inquiries.*
17. *Ability to operate a variety of library equipment including a computer, fax, microfilm reader and copy machine.*
18. *Ability to operate and troubleshoot computers and other common office equipment*