

CIRCULATION SPECIALIST



Reports To and Supervised By: Department Head or Branch Manager

General Description

Serves as the first impression for the library by greeting the public through direct interaction and by providing general library services in an effort to create lifelong users.

Primary Responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service).
- Helps maintain an environment in the department or branch that provides for the enjoyable and convenient use of library resources.
- Performs all aspects of opening and closing department or branch.
- Performs all aspects of Front Desk activities such as, but not limited to, checking in/out library materials, registering patrons for a borrower's account, retrieving library materials, answering incoming phone calls, reserving title requests, shelving materials, and emptying book drops.
- Actively participates in committees, training, and other professional activities.
- Operates a variety of library office equipment, including a word processor, integrated library system (ILS: electronic circulation database), various computers, postal machine, and cash register.
- Performs reader's advisory services in person, by telephone and by e-mail, using materials in a variety of formats to both children and adults.
- Participates in department routines including, but not limited to, stocking supplies, interacting with vendors, and cleaning up as needed (such as straightening up, tidying, organizing, and light housekeeping)
- Consistently applies library policies and procedures to the public and staff.
- Ensures that users of all ages have full access to library materials and services as prescribed by the Library Bill of Rights and Freedom to Read and View Statements.
- Obtains and maintains Kentucky Department for Libraries and Archives state library certification.
- Performs other duties as required.

Other Duties Include

- Traveling to other branches using personal vehicle.
- Assisting with collection management.
- Sorting mail, preparing/unpacking boxes and bins, and checking deliveries from vendors, other departments, and branches.
- Developing and delivering programs in-house and as outreach.
- Monitoring and assisting with patron self-check stations.
- Processing outgoing mail and notices.
- Gathering and compiling statistical information from system database and other locations.

Qualifications

- Possess practical judgment and have ability to make objective decisions in order to set priorities and work independently when circumstances warrant.
- Ability to communicate tactfully and effectively in English (Spanish, sign-language, and other languages helpful): verbally and in writing, with staff and the public, and in person, by telephone, or through electronic medium
- Ability to see and read instructions, documents, materials written in English in print or in electronic formats.
- Ability to perform light physical work and to frequently lift and carry 10 pounds and on occasion up to 25 pounds.
- Possess hand/eye/foot coordination adequate to effectively use office equipment.
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty.
- Must be able to stand at a 39-inch counter for long periods throughout the work day, with intermittent periods sitting, walking, bending, overhead reaching, kneeling, carrying, pushing/pulling, and performing a variety of similar body movements.
- Possess skill in operating a variety of library office equipment (such as integrated library system (ILS), various computers, fax machine, security systems, and copiers as well as familiarity with Microsoft applications) with accuracy and reasonable speed.

Experience and Training

- *Preferred:* Two years of library experience.
Required: A high school diploma or GED equivalency AND, a minimum of one year of library experience OR a minimum of three years of related college courses and training OR an equivalent combination of training and experience sufficient to indicate ability to meet primary responsibilities and qualifications.
- Proficiency with information management tools such as Windows applications, Microsoft Office, Internet Explorer, and integrated library systems (ILS).

Special Requirements

- May need to possess a valid driver's license.
- Ability to work nights and weekends, including Sundays.

Acknowledgment

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Circulation Specialist and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

[to be signed by successful candidate]

Employee's Signature

Date