

## Circulation Manager

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Company: Columbia County Library

Location: Evans

Category: other-general

### POSITION SUMMARY

This position is responsible for staffing the circulation desk and seeing that patrons are provided services promptly and courteously. The incumbent is also responsible for certain additional clerical functions that are vital to successful library operation. As the front line contact in the library system, this position impacts the public perception of the overall quality of library services. Successful performance in this position assures quality services. Poor performance in this position could result in reduction of quality in services provided to patrons with corresponding reduction in use of the libraries. Also, performance in this position impacts performance of other library employees.

Guidelines consist of the Library Branch Manual, relevant county procedures, and supervisors instructions. Guidelines are clear and specific and require little interpretation by the employee.

While most of the tasks in this position are repetitive and are performed according to standard procedures, the work is made complex by the presence of interruptions and the necessity for dealing with all patrons tactfully.

Contacts are typically with persons or organizations in the community which utilize services of the library. Contacts are also with fellow employees in the library system.

Employee performs tasks while intermittently standing, sitting, or walking. Employee often has to reach, bend, or crouch in order to access materials. Employee must frequently lift light (less than 24 pounds) and must occasionally lift heavy (25-50 pounds) objects.

Employee must possess manual dexterity.

## PRINCIPAL ACCOUNTABILITIES

Provides services to patrons at circulation desk. Typical services are checking materials in and out, answering reference questions, issuing new and replacement cards, and responding to telephone inquiries, charging overdue fines and placing reserves.

Bills patrons for overdue charges and maintains records related to this function.

Balances the daily cash drawer as needed.

Provides information to patrons pertaining to summer reading program or other library programs as needed.

Records data measuring the daily use of library circulation services.

Checks reserve shelf and notifies patrons when books are available.

Performs other related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cataloging system, of library-specific software and the internet.

Knowledge of collections possessed by library and County library procedures.

Knowledge of certain bookkeeping principles.

Skill in oral and written communication.

Skill in repairing books.

Skill in dealing with patrons tactfully.

Skill in operating personal computer, calculator

## DESIRABLE TRAINING AND EXPERIENCE

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having a similar position for one to two years.

Possession of or the ability to readily obtain a valid driver's license. A combination of education and/or work experience may be substituted for minimum requirements.

Starting salary \$41,329

Cell phone allowance

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## Cross References and Citations:

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