

JOB TITLE: Adult Services Circulation Librarian

JOB CLASSIFICATION: Professional

REPORTS TO: Adult Services Manager

JOB LOCATION: Main Library

SUBMIT APPLICATION TO: Cindy Lane, Human Resources Manager
La Porte County Public Library
904 Indiana Avenue, La Porte, IN 46350
clane@lapcat.org

PURPOSE OF POSITION:

Responsible for supervision and coordination of Adult Circulation Services at Main Library, focusing on high quality, courteous, and professional customer service to patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not all inclusive)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Customer Service:
 - a. Lead Circulation Specialists in effective customer service skills.
 - b. Lead Circulation Specialists in promoting use of all collections, programs, and services system wide.
 - c. Oversee handling of patron problems and complaints.
 - d. Monitor effective handling of switchboard and telephone calls.
 - e. Check out materials to patrons.
 - f. Register patrons.
 - g. Take patron requests/reserves.
 - h. Collect fines and fees.
 - i. Assist patrons in locating and selecting materials and online resources.
 - j. Schedule meeting rooms and Quiet Study rooms.
 - k. Assist patrons with reader printer machines and copier.
 - l. Assist in Computer Lab as needed.
 - m. Evaluate circulation policies and procedures and make recommendations for changes as needed.
 - n. Prepare monthly activity and statistical reports.
 - o. Maintain the integrity of the patron and circulation database.
 - p. Oversee collection agency service.
 - q. Oversee interlibrary loan service.
 - r. Coordinate process for relocating new books and other materials to regular stacks; shelf reading; cleaning of all materials.
2. Supervise and coordinate staff responsibilities and services:
 - a. Assist Human Resources with recruiting Circulation Specialists.
 - b. Coordinate training and continuing education for Circulation Specialists.
 - c. Coordinate work schedules and assignments.
 - d. Evaluate staffing levels and work flow efficiencies and make recommendations for changes as needed.
 - e. Prepare performance evaluations and establish agreed upon annual goals for Circulation Specialists.
3. Collection Development and Maintenance:
 - a. Under the direction of the Adult Services Manager select materials and weed collections according to the library's materials and selection policy and collection development guidelines.
 - b. Assist in evaluating, adding, or deleting online resources.

- c. Assist in developing the library's databases and web pages.
4. Participate in appropriate professional meetings and continuing education.
5. Read professional publications, and keep main library staff aware of developments in the field.

JOB REQUIREMENTS AND QUALIFICATIONS:

All job requirements listed below are representative of the education, knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

- Master's Degree from an accredited graduate library school and/or
- Indiana State Certification as Librarian III or higher and/or
- Special training and/or experience in relevant area.
- Ability to organize and supervise.
- Experience with automated systems, and/or the ability and willingness to learn to effectively use the automated system.
- Ability and/or willingness to learn to use word processing and spread sheet software.
- Ability and willingness to become familiar with library services, programs, collections, and procedures.
- Strong interest in, and ability to work well with and deal tactfully with: staff, visitors, government agencies/personnel, and the general public.
- Ability to deal with frequent interruptions. Requires above average level of courtesy and a concern for the needs of others.
- Ability to communicate effectively with staff and the public, using verbal, hand written, and electronic formats.
- Ability to work harmoniously and effectively with other staff members
- Ability to exercise sound independent judgement.
- Ability to effectively present information and respond to questions from staff members, patrons, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry.
- Ability to perform ongoing assignments of moderate to high difficulty.
- Ability to work flexible schedule including evenings and weekends as assigned.
- Ability to sit or stand for prolonged period (1 or more hours).
- Ability to use, or learn to use, the following equipment in order to perform job functions:
 - a. personal computer, printer, scanner, etc.
 - a. Internet
 - b. Telephone system
 - c. Photocopier
 - d. Reader Printer
 - e. Calculator
 - f. Typewriter
 - g. Fax machine

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth

perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

- *Work Environment:* While performing the duties of this job, the employee may be exposed to room temperature changes, fumes from household-type cleaners, and airborne particles. The noise level in the work environment is usually low.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

NOTE: This is a full time (40 hours per week) position, including evenings and weekends as assigned. This position may include traveling to professional meetings, workshops, branch locations, etc.

04/2012