

SHREWSBURY PUBLIC LIBRARY

LIBRARY CIRCULATION ADMINISTRATOR

Definition

Responsible administrative, supervisory and direct service work overseeing the general circulation operations of the library, including all adult and juvenile circulation functions; all other related work, as required.

Supervision

Works under the general direction of the Library Director.

Performs responsible library duties requiring independent judgment and initiative; assignments are completed according to established procedures and departmental policies and standards; unusual or difficult situations are referred to a supervisor.

Supervisory Responsibilities

Supervises one full-time employee, part-time staff, and library pages and volunteers.

Work Environment

Work is performed under typical library conditions; the workload is subject to seasonal fluctuations which require advance planning; regular library schedule requires evening and weekend work.

The employee operates standard office and library equipment, such as microfilm and microfiche readers.

The employee has frequent contact with library patrons providing routine information and assistance and dealing with complex customer service issues; also has regular contact with other libraries, vendors and community organizations. Contact is in person, as well as by telephone and in writing.

The employee has access to confidential patron records.

Errors could result in delay of service.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Oversees the operations and personnel of the circulation department, including registering new borrowers, checking out materials, administering museum passes, and maintaining complete and accurate records.

Maintains accurate and current circulation statistics; prepares monthly report for the Library Director.

Assists in the development of library policies and procedures, particularly as related to the circulation department.

Trains and instructs staff and volunteers; provides staff with information on new procedures and materials.

Enforces and interprets library policies pertaining to circulation of materials and use of equipment; assists patrons in the use of library facilities and resources; answers inquiries on procedures in person and by telephone.

Reviews and purchases materials for purchase; maintains rental audio book collection.

Organizes monthly displays and exhibits.

Attends informational and instructional conferences and workshops related to library operations.

Supervises shelf reading for adult services; weeds shelves for assigned areas.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in liberal arts; three years of professional library experience; experience in automated circulation management; supervisory experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge of library policies and procedures, including automated circulation systems and information technology. Thorough knowledge of circulation department operations. Broad knowledge of literature.

Ability to interact tactfully and appropriately with library patrons. Ability to work independently. Ability to learn computer operations and related library databases. Ability to operate library equipment.

Excellent computer skills. Customer service skills. Oral and written communication skills. Organizational skills.

Physical Requirements

Minimal physical effort is required to perform most duties. The employee is frequently required to stand, walk, sit, speak, hear, use hands to operate equipment, climb, stoop, reach with hands and arms and move stacks of books and supplies weighing up to 30 pounds. Vision requirements include the ability to read routine documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.