

Circulation Manager

Supervisor
Library Director

Hours of Work
Varied, 15-19 hours per week

General Statement of Responsibilities

Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists patrons in using library services and facilities.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Assists in preparing statistical reports as needed.
- Periodically assists in weeding collection, removing outdated or damaged materials or equipment.
- Performs lead work in specific function, including patron records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance, or refers inquiries to library director.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Assists persons in applying for library membership.
- Processes membership applications.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Prepares materials to promote use of library.
- Monitors areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, serials maintenance, etc.
- Relieves other employees as directed by supervisor, including responsibility for unit in the absence of library director.
- Performs related tasks as assigned.

Adopted: