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| CITY OF AMERY   |                               |
| Position Description  |                               |
| Circulation Manager—Amery Area Public Library (Regular Part-Time) |                               |
| Department: Library   | Classification: Hourly        |
| Location: Amery Area Public Library                               | Revision Date: September 2021 |
| Immediate Supervisor: Library Director                            |                               |

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.

- I. **GENERAL PURPOSE:** Under the direct supervision of the library director, this position participates in the daily operations of the library and is the member of the library’s management team responsible for the supervision and administration of the circulation department and its services
  
- II. **SUPERVISION EXERCISED:** This position is responsible for general supervision of the library in the absence of the library director. Oversees the operation of the circulation desk which includes the registration of new patrons, checkout and check-in of all materials, fine and fee collection and the processing of overdue notices and bills.
  
- III. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** The 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.
  - a. Participates in the development and implementation of policies, procedures and long-range plans related to circulation services. Educates and trains staff in policies and procedures.
  - b. Responsible for complaint resolution in the circulation department.
  - c. Participates in the day-to-day operations of the department
  - d. Reconciles cash register transactions and reports.
  - e. Serves as the library representative on assigned committees.
  - f. Maintains assigned public bulletin boards, display areas and public meeting notices.
  - g. Prepares reports and statistics as requested by library administration.
  - h. Maintains up-to-date knowledge of trends in library services by participating in continuing education opportunities.
  - i. Interlibrary Loan: Manages ILL operations.
  - j. Serves as the Librarian-in-Charge when assigned.
  - k. Performs other tasks and projects as assigned.

Additionally, this individual is responsible for overseeing collection development through careful circulation management & reporting, materials acquisitions management, weeding, and overseeing appropriate cataloging measures.

- l. Oversees collection development practices and coordinates acquisitions, cataloging, and weeding procedures with appropriate staff members.
- m. Works with Library Director to develop annual materials budget.
- n. Provides circulation reports to Library Director, as needed.

IV. DESIRED MINIMUM QUALIFICATION:

- a. Education. Bachelor's degree or equivalent preferred.
- b. Experience. Three years of public library experience, or three years of experience in a service institution with comparable demands and responsibilities (e.g. working directly with the public) preferred.
- c. Good interpersonal skills and ability to maintain and foster cooperative, courteous and effective working relationships with the public, peers and supervisors.
- d. Necessary Knowledge, Skills and Abilities.
  - i. Advanced knowledge of:
    - 1. Specialized library systems and services, including integrated library systems, online research databases and circulation functions.
    - 2. Computer applications, including Microsoft Office and email.
    - 3. Advanced knowledge of current library principles, procedures, technology, goals and philosophy of service.
    - 4. All relevant circulation procedures & practices and stays abreast of new developments in circulation procedures & practices within IFLS and throughout the country.
    - 5. Knowledge of collection development practices including materials selection, cataloging, organization, and withdrawal.
  - ii. Skill in proper and safe operation of:
    - 1. Personal computers including word processing, spreadsheet, email and Web applications; calculator; phone; copy machine; fax machine; cash register and other standard office equipment.
  - iii. Ability to:
    - 1. Effectively present information and respond to questions from patrons.
    - 2. Ability to solve technical problems using initiative and vendor technical support.
    - 3. Ability to train staff and patrons on circulation procedures and processes in a courteous and effective manner.
    - 4. Ability to use and provide support for current digital devices and software including Microsoft Office products, Google Tools, the Internet, email and new technology as introduced and/or adopted.
    - 5. Ability to adapt quickly to a changing technological and content/information distribution landscape.
    - 6. Ability to gather statistics, analyze information and prepare reports.
    - 7. Ability to set priorities, manage time and complete tasks as scheduled.
    - 8. Ability to maintain confidentiality of library patron information.
    - 9. Follow detailed instructions.
    - 10. Understand library policies and procedures and apply them to library operations.

11. Work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
12. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
13. Maintain skills through active participation in appropriate continuing education activities.
14. Speak, read and write the English language with proficiency.
15. Ability to maintain regular physical attendance.
16. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards in the City of Amery.

V. WORKING CONDITIONS.

- a. Physical Demands of the Position:
  - i. Ability to work in confined spaces.
  - ii. Ability to bend/twist/reach.
  - iii. Far vision at 20 feet or further; near vision at 20 inches or less.
  - iv. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
  - v. Handling: processing, picking up and shelving books.
  - vi. Lifting and carrying 50 pounds or less.
  - vii. Pushing and pulling objects weighing 300-400 pounds on wheels.
  - viii. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
  - ix. Talking and hearing; use of telephone.
- b. Environmental/Working Conditions: Flexible working hours—frequent evening and weekend hours.
- c. Equipment Used: Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, fax machine, library automation system, microfilm reader/printer, telephone, typewriter, computer.

VI. CITY OF AMERY PERSONNEL POLICIES.

- a. This position is bound by the personnel policies set forth in the City of Amery Personnel Policies manual.

VII. SELECTION GUIDELINES. Formal application, rating of education and experience; oral interview and reference check.

Approved by the Board of Trustees of the Amery Area Public Library, January 2021

Revised by the Board of Trustees of the Amery Area Public Library, September 20, 2021