

# CHANUTE PUBLIC LIBRARY

## JOB DESCRIPTION

### CIRCULATION AND REFERENCE LIBRARIAN

#### **Position Overview:**

Under the supervision of the Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Circulation Department, Interlibrary Loan program and the History Room. Provides excellent customer service to patrons and visitors. Provides daily supervision to staff and volunteers assigned to the Adult Department and supervises the entire library, in the absence of the Library Director, Children's Services Librarian, and/or the Outreach and Adult Services Librarian.

#### **Primary Responsibilities:**

- Accurately interprets library policies and procedures to the public, staff and volunteers in a customer-friendly manner.
- Assists in training, supervising, and evaluating part-time staff and volunteers working in the areas of circulation, reference, and interlibrary loan; assists in making job assignments and verifies assignments are carried out properly.
- Maintains the interlibrary loan system, including requests, tracking, reporting, and transferring items, as well as communicating with other libraries regarding requests, due dates, overdue items, and lost or damaged items, and communicating with patrons regarding holds, due dates, overdue items, and/or lost or damaged items.
- Tracks circulation and ILL usage for regular reports for the Library Director.
- Regularly maintains and organizes history room resources and references, including newspaper indexes, obituary records, and digitization projects as needed.
- Regularly assists with History Room requests.
- Assists in maintaining circulation desk coverage.
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities.
- Assists with cataloging, processing and repairing of library materials.
- Assists in selecting materials for acquisition and withdrawal from the adult print and non-print collections, as assigned; assists the organization, maintenance, preservation, withdrawal, and disposal of materials.
- Assists with purchasing supplies for material processing, office use, cleaning, and other supplies as needed.

#### **Additional Responsibilities:**

- Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed.
- Provides reference and reader's advisory guidance to all patrons.
- Identifies reading trends among adult patrons.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library services.

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- Serves on professional and community committees, as requested, to advance the library and the library profession.
- Performs other duties, as assigned.

**Supervision Received:** Receives general supervision from the Library Director.

**Supervision Exercised:** Supervises staff and volunteers assigned to adult, circulation, reference, and interlibrary loan services on a daily basis. Supervises the entire library, including personnel and facilities, in the absence of the Library Director, Children's Services Librarian, and/or the Outreach and Adult Services Librarian.

**Required Knowledge, Skills, and Abilities:**

- Thorough knowledge of public library services and programs
- Possesses a solid general education and is especially familiar with adult literature and resources
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Ability to maintain the confidentiality of patron information
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession and in adult library services
- Thorough knowledge of adult library resources: print, non-print, and electronic
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

**Qualifications:**

Bachelor's Degree required. Masters of Library Science Degree preferred. Relevant work experience may be considered in lieu of required education. Minimum of 3 years' experience working with adult library services, adult literature and reference resources, online searching and/or other library duties preferred. Some supervisory experience necessary.

**Physical Requirements:**

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions
- Ability to operate computers with proficiency using library software, word processing, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time

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- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to travel to attend meetings both inside and outside of Chanute

**Accommodations:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

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