

Colfax Public Library
Job Description
Circulation Desk Librarian

Reports To:

Library Director and performs tasks assigned by the Library Director.

Purpose of Position:

Provides library support and circulation responsibilities on a daily basis. Responsible for carrying out assigned tasks and routine procedures in a professional and timely manner.

Essential Abilities and Knowledge:

1. Must have knowledge of library procedures and willingness to learn new procedures or techniques.
2. Must be familiar with computer technology and troubleshooting technical problems.
3. Must be familiar with e-technology, eBooks and eReaders.
4. Must be able to communicate with the public and other library staff or volunteers in a professional and friendly manner.
5. Be able to effectively read, have knowledge of English skills and understand patron requests and questions.
6. Must be familiar with social media (Facebook, Twitter, blogging & webpages).
7. Must possess basic math skills.
8. Must be able to carry out assigned tasks to meet deadlines.
9. Must be able to work a flexible schedule to cover for Library Director's scheduled meetings and out of town appointments.
10. Must be willing to work any hours as assigned by Library Director.

Tasks As Follows:

1. Perform circulation tasks such as checking in and out library materials to registered patrons, and registers new patrons using Innovative' s Sierra software.
2. Collects fines on overdue materials and updates patron accounts.
3. Sends out overdue notices to local patrons and MORE patrons.
4. Prepares interlibrary loan requests and check in deliveries of interlibrary loan requests.
5. Prepares new patron cards accounts as well as purge old accounts.
6. Prints out "Holds" report and monitors report.

7. Repairs, reconditions and cleans library books and other materials.
8. Shelves, restocks and face-out library materials.
9. Performs computer tasks such as assisting patrons using the Internet, and using word processing for library projects.
10. Assists patrons with operation of library equipment and computers.
11. Assist patrons using library databases such as Wiscat, Badgerlink, LearningExpressLibrary, Ancestry, Heritage Quest, Wisconsin Digital Library (eBooks) and M.O.R.E.
12. Catalogs and processes monthly periodicals.
13. Assists Library Director in basic cataloging skills
14. Performs library material processing for all library collections.
15. Prepares Accelerated Reading (AR) reports for all Juvenile and Young Adult materials.
16. Manage and oversee circulation checkouts of the eReader devices (Kindles, Nook & iPad).
17. Assists Director with library webpage editing and other social media (Facebook page & library blog).
18. Assists with library displays.
19. Assists with decorating of the library during seasonal changes and for library programs.
20. Retrieves mail when Director is absent.
21. Other tasks assigned by Library Director.

Equipment Requirements:

Computers using MS Windows 7, laptop, and peripherals, eReader devices such as Kindle, Nook and iPad (tablets), copy machine, digital projector, digital camera, telephone, calculator, DVD player and disc cleaner.

Physical Demands:

1. Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching.
2. Talking, hearing: use of phone.
3. Far vision at 20 feet or further, and near vision at 20 inches or less.
4. Lifting or carrying of library materials – 30 pounds or less.
5. Pushing or pulling objects weighing 60-80 pounds on wheels.
6. Handling and shelving books.
7. Use of fingers for keyboarding, filing, sorting, processing and shelving.

Working Conditions:

Public library environment, with exposure to paper dust, as well as other conditions common to a public facility.

Education and Experience:

Associate degree (2 years college or technical college) preferred, or an equivalent of one year library or office experience.

Licensing/Certification: Not required.

The above statements reflect the general details considered necessary to describe the essential duties of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Updated 5/17/2012

New Employee

Signature: _____ Date: _____