

## **ANDOVER PUBLIC LIBRARY JOB DESCRIPTION**

**Position:** Circulation Librarian

**Reports To:** Lead Circulation Librarian

**Position Summary:** The Circulation Librarian operates the circulation desk and provides patrons services in a professional and friendly manner

### **General Responsibilities:**

- Greets library patrons and performs all duties in friendly manner
- Checks books in/out, directs traffic, answers phones, empties book drop, places holds
- Handles money for overdue fines, replacement fees and copies, and fills out receipts when necessary
- Opens new library and Kansas State Library Card (KSLC) accounts, maintains and files card applications
- Locates items for patrons
- Helps with special requests and/or special accommodations
- Maintains library cleanliness by straightening shelves and re-shelving items
- Helps keep signage updated, maintains current displays, maintains seasonal/book fair decorations
- Works with computer software: Microsoft Outlook, ILS, and Internet Browsers
- Helps answer reference questions for patrons, in person or by phone
- Keeps library forms stocked and current
- Sorts, shelves, moves and rotates library materials
- Oversees clean-up and closing procedures and/or opening duties
- Assists in book processing functions
- Assists in overdue notices as needed
- Supports, promotes and assists with library programming
- Accepts donations, books or money when applicable
- Checks in passport appointments
- Exercises discretion regarding library users' privacy
- Other duties as needed

### **Qualifications:**

Required:

- Education: High School diploma
- Comfort with computers, standard office equipment and basic knowledge of excel, Microsoft Word, email and Internet

- Excellent written and verbal communication skills
- Ability to work cooperatively and have positive working relationship with patrons and co-workers
- Ability to prioritize job responsibilities and work independently

Preferred:

- Customer service experience
- Basic knowledge of library resources and services, systems of organization and organizational policies and procedures
- Some understanding of and experience with Dewey Decimal system
- Understanding of current social media platforms and practices

**Physical Requirements:** Ability to lift at least 30 pounds, reach high shelves, stoop, bend and remain standing and/or sitting for extended periods of time

**Work Environment:** Ability to work without supervision in a fast-paced multitasking environment, interact with public in cordial fashion, be receptive to change and attentive to details

**Hours:** Full-time or part-time negotiated. Some evening and weekend hours may be required.