

Circulation Coordinator

Job Description

SUMMARY

The Circulation Coordinator is a non-supervisory position that coordinates with branch managers, circulation staff, and technical services to manage district-wide physical and digital circulation operations.

HOURS OF WORK

The Circulation Coordinator is a full-time non-exempt position with a minimum of 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening or weekend hours.

EDUCATION AND EXPERIENCE REQUIREMENTS

MLS from an ALA accredited library sciences program, or a Bachelor's degree + 3 years experience. Clerical and computer experience, including word processing and the use of the Internet are required. Experience in libraries and familiarity with online catalogs or databases is preferred.

ESSENTIAL DUTIES

In addition to any other duties as assigned, the Circulation Coordinator has these specific responsibilities:

1. Coordinating circulation operations with branch staff and partner libraries
2. Monitoring holds and transit lists for potential issues
3. Assessing damaged items and notifying patrons and staff
4. Serves as a representative of the library in Missouri Evergreen Consortium committees and working groups
5. Assisting with the preparation of materials for homebound patrons
6. Preparing and delivering circulation training
7. Managing and updating circulation procedures
8. Managing the sorting, packing, and transiting materials between libraries as needed
9. Overseeing the online accessibility of electronic resources including databases
10. Preparing, maintaining, and assessing statistical reports of library circulation

CONDITIONS OF EMPLOYMENT

1. Regular attendance as scheduled and performing tasks as assigned are essential job functions
2. Work with other staff members to provide exemplary service
3. Work at varying paces to respond to the organization's needs
4. Occasional travel to branch libraries and mandatory training is required

SKILLS OR KNOWLEDGE

1. Communicate effectively both orally and in writing
2. Have an eye for accuracy and attention to detail
3. Able to follow detailed instructions
4. High level of comfort operating a computer and navigating the internet
5. Experience with word-processing software and spreadsheets
6. Able to work independently and as a member of a team
7. Express enthusiasm for learning new procedures or experimenting with new tools and resources

PHYSICAL REQUIREMENTS

1. Maneuver materials, carts, tables and chairs that could weigh up to 50 pounds
2. Operate computers, printers and copy machines
3. Communicate with patrons and staff in-person, in writing and on the telephone in English
4. Able to spend up to 4 hours sitting without standing
5. Able to spend up to 4 hours standing without sitting
6. Drive to branch location or other locations for workshops etc.
7. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of this position.

COMPENSATION AND BENEFITS

Salary Track: F

Reports to: Public Services Manager

Benefits: This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, time off, insurance (life, short and long term disability), and retirement. The library will pay some of the cost for health insurance. The library offers optional dependent health insurance, vision, dental, voluntary life insurance and AFLAC plans at the employee's cost.