

JOB DESCRIPTION



Position Title: Library Circulation Coordinator

Department: Library Services

Employment Category: Classified Staff

Primary Location: Douglas Campus
Sierra Vista Campus

FLSA Classification: Non-exempt

Parameters: 40 hours/week; 12 months/year

Pay Grade: CS09

Position Summary: The Library Circulation Coordinator is responsible for providing day-to-day supervision of all aspects of circulation including books, electronic media, interlibrary loan, reserves and equipment. Assisting students, faculty, staff and community patrons with the full utilization of library services.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Assists students, faculty, staff and community patrons with the circulation and utilization of resources; provides technical support and assistance as needed; provides tours and training seminars of library facilities and provides explanations of services offered

Maintains circulation records to include monitoring delinquent materials, placing holds on records, etc.; receives and completes requests for interlibrary loans; interprets and enforces college circulation policies and procedures

Manages, supervises, and schedules library paraprofessionals and student workers

Creates a variety of data reports for administrative, instructional and program improvement and compiles data to prepare simple statistics, prepares special or recurring reports for supervisor

Processes new and donated materials, and double-checks accuracy of labels and records as needed

Identifies and coordinates preservation needs of materials to include mending and repairing damaged books, media and other items; maintains and reconciles an active inventory of all library materials as required

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, cooperate and work harmoniously with students, faculty, staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree from an accredited institution of higher learning recognized by the US Department of Education

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Three years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, SIRSI-Dynix, and Connexion software
Knowledge of current cataloging standards and guidelines
Knowledge of general bibliographic utilities
Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail
Ability to work independently while contributing to a team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other departmental staff, students and the public
Ability to work accurately, efficiently, and effectively with all types of data
Ability to maintain accurate office procedures
Ability to work under pressure with frequent interruptions

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. May be required to work early morning, evenings and/or weekends.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Librarian

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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