

## City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	Circulation Librarian	<b>Union/Merit:</b>	Merit
<b>Reports to:</b>	Library Director	<b>Grade Level-Points:</b>	7 - 380
<b>Department:</b>	Library	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Exempt		

### Job Summary

The incumbent is responsible for organizing the work at the main circulation desk. The position requires knowledge of library organizations and operations in support of the library's mission. The incumbent keeps track of material circulation, patron registrations, checking in and out materials, various clerical support functions, and ensuring that patrons are served in an efficient, courteous and timely manner. The work performed is subject to review through observation, reports and the results achieved.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works closely with the Assistant City Librarian/Adult Services Librarian in carrying out all functions of the adult services area.
2. Participates, through suggestions, in the development of operating policies and procedures as well as the long range planning of library services.
3. Performs circulation functions including: checking in/out and renewing materials, checking patron's current account status and collecting any fines, updating information in patron database.
4. Checks new and re-cataloged adult materials for accuracy and errors.
5. Assists public with the use and operation of PC's to access Internet, databases, and word processing.
6. Assists public and staff in using the library's extensive collection of Reference Historical Collection of books and materials.
7. Performs reference work and reader's advisory, which includes providing information, instruction in the use of the on-line computer, conducting library tours, and producing bibliographies.
8. Maintains the periodical collection by checking in and shelving new magazines, discarding older editions, and shifting magazines from upstairs to downstairs, also recommends new titles for purchase.
9. Maintains newspaper collection by hanging daily papers and discarding older editions.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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10. Orders supplies for circulation desk, copy machine, and additional supplies.
11. Maintains Friends' membership list.
12. Prepares circulation reports on a monthly, quarterly and yearly basis.
13. Prepares letters, forms, reports; creates posters and other public relations materials.
14. Works with City Librarian in preparing the annual state library report.
15. Maintains high customer visibility through scheduled hours at the desk.
16. Performs other related duties as assigned.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.  
Analyze and recommend improvements to equipment and facilities, as needed.  
Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Bachelor's degree or equivalent from a four-year college or University in Library Sciences or other related field and one year of progressively responsible related experience *OR*; any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Computer and typing skills required.

#### *Necessary Knowledge, Skills and Abilities:*

##### Knowledge of:

- Library policies, procedures, terminology and materials.
- Concepts, principles, tools, practices and techniques of library science to assist patrons with locating specific and general information.
- Modern office methods, procedures, equipment, and standard clerical techniques.
- Computer usage and applications. Must be proficient in software applications related to work.
- Basic mathematical computations, such as addition, subtraction, multiplication and division.

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- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of circulation procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

### Ability to:

- Interpret, apply and explain library and material check-out policies and procedures.
- Learn and use the library's automation system, online products, CD-ROMS, and PC applications.
- Work independently and as part of a team.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Keep patron confidentiality.
- Work a flexible schedule including evening and weekend hours.
- Establish and maintain effective working relationships with others.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

### Skill in:

- Sorting and categorizing library books and materials in Dewey Decimal order and alphabetically.
- Making change in money.
- Working with both children and adults.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using computers to create and manage files, records, spreadsheets and databases and to enter and retrieve information.
- Operating general office equipment.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

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### Supervision Received

Incumbent works under the direction of the City Librarian. Incumbent performs most assignments independently following established procedures. On some days and evenings the incumbent is in charge and handles all inquires and oversees the functioning of the library.

### Supervision Exercised

Oversight responsibility for up to 3 part time personnel at any one time.

### Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

### Licensing & Certification

None Required

### Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, telephone, typewriter, cash drawer, calculator, copy machine, printers, and fax machine, Bar-Code Reader, CD-ROM etc

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

**Typical Work Environment:** Inside: 95% Outside: 5%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically moderately quiet. The incumbent's working time may require weekend/evening hours. The incumbent must work in summer heat without air conditioning.

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In the summer months with doors and windows open the noise level from the streets can become very loud. Since doors and windows are open, there is a daily accumulation of additional dust and dirt in the library. Also, during periods of heavy activity the noise level can be loud.

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

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<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Frequently required
<u>LIFT over 50 lbs.:</u>	Not required

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<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Frequently required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

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<u>REACH above shoulder height:</u>	Frequently required
<u>REACH at shoulder height:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required
<u>PUSH/PULL:</u>	Frequently required

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#### OTHER PHYSICAL CONSIDERATIONS

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<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Frequently required
<u>Kneeling:</u>	Frequently required
<u>Crouching:</u>	Frequently required
<u>Climbing:</u>	Occasionally required
<u>Balancing:</u>	Occasionally required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Frequently required
<u>Fingering:</u>	Frequently required

#### DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

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### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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