

HAINES BOROUGH

JOB DESCRIPTION

LIBRARY TECH II, CIRCULATION SERVICES

SUMMARY: This position is under the direct supervision of the Library Director and is responsible for the full range of circulation desk functions using an automated circulation system, including interlibrary loans, periodical maintenance, and volunteer training and schedules. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES

1. Perform the full range of circulation desk duties using an automated circulation system, including but not limited to: operating online catalog system, registering new patrons, renewing and placing holds on materials, instructing patrons in online access to library account, monitoring internet registration, and shelving books.
2. Assist patrons with questions regarding reference, policies, procedures, interlibrary loans, online databases, and the use of technology.
3. Assist Director and Assistant Director in planning, organizing, and directing library circulation services.
4. Assist in writing circulation policies and procedures, updating manuals when necessary.
5. Identify tasks, recruit, supervise and schedule volunteers to assist in circulation tasks.
6. Fulfill all interlibrary loan requests, maintaining records and statistics.
7. Maintain periodical collection on a daily basis.
8. Carry out procedures for notification of patrons for overdue books and other materials and assures their return or replacement.
9. Assist as directed in the training process of Library Aides and Pages.
10. Keep abreast of trends and technology in circulation services. Routinely evaluate procedures and recommend improvements and modifications.
11. Resolve patron problems in conformity with library procedures and policies.
12. Assist with processing of new materials and removal of discarded items.
13. Perform simple equipment maintenance.
14. Attend monthly staff meetings.
15. Maintain a high level of customer service.

16. Support the American Library Association Library Bill of Rights.
17. Perform other duties as assigned by the Library Director.

KNOWLEDGE, SKILLS AND ABILITIES

1. Fundamental knowledge of Integrated Library Systems including all circulation functions.
2. Ability to quickly learn technical procedures and provide understandable interpretations of procedures and policies.
3. Must be familiar with or have a willingness to learn word processing, spreadsheet, desktop publishing and other computer programs. The Haines Borough Public Library uses Microsoft Word, Excel, Access, and Publisher.
4. Must have the ability to perform routine clerical work, follow established procedures, speak and write clearly and effectively, and multi-task.
5. Must have the ability to take direction from supervisors and exercise independent judgment in accomplishing tasks assigned; to communicate effectively, professionally and courteously with the public; establish and maintain cooperative relations with those contacted in the course of the work; and to work as a team member.

MINIMUM EMPLOYMENT STANDARDS

1. High school education required; Bachelor's degree preferred with 2 years library experience.
2. Must hold a valid Alaska Driver's license.
3. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work.
4. The employee must regularly lift and/or move up to thirty (30) pounds.
5. The employee must have clear close, distance, and color vision.
6. The employee must be willing to work a flexible schedule that may include some evening and week-end hours.
7. The activity level is very busy and the employee must be able to multi-task by organizing and carrying out a variety of duties, often simultaneously.
8. The Library is a professional environment. The employee is expected to dress appropriately and act in a professional and appropriate manner.