

# **ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

## **Position Description**

<b>Department:</b> Library
<b>Job Title:</b> <i>Circulation Manager</i>
<b>Reports to:</b> Library Director

<b>Status:</b> At Will	<b>Position Type:</b> Part-time	<b>Hours:</b> 25 – 28/wk	<b>FLSA:</b> Nonexempt
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## **GENERAL DESCRIPTION**

This position works under the direct supervision of the director and assistant director and aids in general responsibilities of the library.

## **ESSENTIAL FUNCTIONS**

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change.

- Aids in general library duties.
- Provides excellent customer service.
- Works the circulation desk.
- Assists patrons in materials selection and location.
- Shelves books and shelf-reads collections. Shifts collections when needed.
- Assists patrons with on-line patron access catalog and computers.
- Handles lost/damaged materials and repairs damaged items.
- Maintains periodicals collection.
- Handles all aspects of meeting room bookings.
- Processes interlibrary loan materials.
- Processes and prepares materials for check-out.
- Assists with children’s programming as needed.
- Supervises library in absence of full-time staff.
- Ability to flex schedule.
- Ability to participate in relevant on-line webinars.
- Performs all other duties, as assigned.

## **EDUCATION AND TRAINING**

The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Discuss (as far as is doable given budgetary constraints, time and availability) the training and development support to be provided to employees to help them meet the agreed-upon objectives.
- Knowledge of the use of standard office equipment, including computers and computer software.

- Skill in oral and written communication.
- Skill in research and use of library resources.
- Ability to work effectively with library staff and patrons.

**EDUCATION AND TRAINING**

High school diploma or high school equivalency completion.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
- While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
- Hazards are considered minor and controllable but may include exposure to human error.

The Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Library Assistant with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Library Board President

