

## **Job Description**

Position title: Circulation Coordinator, Full Time Exempt

**General Summary:** The Circulation Coordinator is responsible for overseeing all circulation functions. This includes establishing and overseeing procedures using the Evergreen ILS for Scenic Regional Library staff and working with other Missouri Evergreen Consortium staff to ensure the efficient functioning of both the Library and the consortium.

### **Essential Duties:**

- Maintain expert knowledge of the Evergreen ILS, keeping up with and suggesting changes and improvements
- Ensure that staff and patrons are able to use the ILS effectively
- Evaluate circulation procedures and improve them when indicated
- Train new and existing staff
- Prepare regular statistical reports and special reports as requested
- Attend meetings and conferences of both the Library and the consortium, develop professionally in regard to library functioning
- Maintain an up-to-date procedure manual
- Plan, organize, and implement special projects as assigned

### **Job Requirements:**

- Must possess a Bachelor's Degree; ALA-accredited MLS Degree preferred; Public library experience preferred
- Experience with Evergreen ILS
- Ability to establish and maintain meaningful community partnerships for the Library
- Ability to promote the Library to the surrounding community in a positive manner
- Knowledge of and adherence to Library policies
- Knowledge of personnel, time management, and budgeting principles
- An evolving knowledge of the professional practices, procedures, and techniques of library science
- Maintain and improve computer skills as needed in order to help patrons with basic computer skills and programs
- Ability to instruct and train staff in library procedures
- Ability to keep and maintain a variety of library records and statistics
- Ability to perform various clerical and computer functions
- Ability to communicate effectively, both orally and in writing
- Ability to work with staff and patrons with patience and tact
- Initiative and independent judgment to be able to see and address the needs of the Library beyond the basic duties
- Willingness to work evenings and Saturdays
- Previous circulation desk or related work experience

**Essential Physical Job Requirements:**

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations
- Lift up to forty pounds, push and pull carts weighing up to two-hundred pounds, bend, stoop, and reach shelving from floor level to six feet high, stand or walk at least one hour at a time
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings

**Hours:** Full time, exempt position with minimum of forty hours per week including some evenings and weekend hours

**Salary:** \$61,483.73 - \$70,654.54 starting range, depending on the candidate's experience and qualifications