

**Pinson Public Library
4509 Pinson Boulevard
Pinson, AL 35126
205-680-9298**

Position Vacancy – Circulation Specialist, Full-Time

JOB SUMMARY

This position requires knowledge of library practices and principles, attention to detail, sound judgment, strong communications skills and direct contact with the public. The Circulation Specialist will perform various duties as assigned by the Library Director. The Circulation Specialist must be comfortable with performing a variety of computer-oriented and clerical assistance functions which require judgment based on knowledge of the procedures and policies of the library. The Circulation Specialist will oversee all circulation functions.

Work is performed under the general supervision of the Library Director with some latitude for independent judgment within established guidelines. Work involves shelving and retrieving library materials, working closely with the public and assisting in the daily operation of the library. Work also includes any and all clerical tasks pertaining to the operation of the department.

Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and with the public.

EXAMPLES OF DUTIES

- Assists patrons with readers advisory and provides reference guidance.
- Learns and uses all functions of the online circulation and public catalog system.
- Assists patron with use of computers, county-wide online catalog and databases.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Maintains necessary operating records.
- Provides information to patrons in person and by phone about overdue materials and other matters related to patron records.
- Sorts and shelves library materials.
- Assists with on-going tasks for programs.
- Cares for pets and maintains pet supplies
- Inspecting returned materials for damage and assessing any fees for damaged items
- Creating library lists and handling library holds/reserves
- Attends related meetings, workshops, and educational opportunities (including, but not limited to JCPLA Circulation Roundtable, JCLC Computer Service Liaison (CSL) training, and JCLC Cataloging Certification courses)
- Adds materials to the online catalog
- Assists in the weeding and discard of library materials
- Performs various duties related to processing library materials
- Supervise and coordinate Circulation activities
- Assists with library print and online communications

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of office procedures.
- Knowledge of Microsoft Office and Innovative Sierra.
- Knowledge of and experience with computers, online databases, online searching, and the Internet.
- Ability to understand and follow oral and written directions.
- Ability and willingness to adhere to rules, regulations, procedures and functions
- Ability to learn current trends in library service.
- Ability to maintain confidentiality in dealing with patron records.
- Willingness to give attention to details and to ask questions when unsure
- Organizing and assigning circulation-related work to staff
- Using tact, discretion, initiative, and independent judgement within established guidelines
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction

PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods; the strength to lift up to 25 pounds and to push and maneuver loaded book trucks weighing 50 pounds or more. Applicant should have the ability to stoop, stretch, bend, twist, and turn to move materials from place to place in the library. Visual abilities include being able to clearly read spine labels on books and ability to read and understand information from a PC monitor.

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university is required. Additional two to three years of progressive, responsible, related experience (any combination of continuing education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job) is required. A Master of Library Science from an ALA accredited program is preferred.

HOURS AND BENEFITS

40 hours per week at \$15.00 to \$17.00 per hour, depending on experience. Benefits include paid sick and vacation time, 12 paid holidays, health insurance plan, and Alabama State Employees' Retirement System. Position may include morning, afternoon, evening and Saturdays. Employee may be required to adapt to future schedule changes depending on library needs.

TO APPLY

Email completed application and detailed resume to Allison Scanlan at director@pinsonlibrary.org . Paper applications will not be accepted. **The deadline to apply is Thursday, May 16th, 2019 at 7:00 PM.** Qualified applicants may be contacted for an interview and must submit transcripts from college at that time. You must pass a pre-employment health screen before you may be employed by Pinson Public Library.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may

be requested to perform job-related responsibilities and tasks other than those stated in this specification.