



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Assistant Circulation Manager	Classification: Union, SEIU Library
Department: Library	Grade: L3A
Reports to: Circulation Manager	FLSA Status: Non-Exempt
Effective Date: 12-9-2021	

Summary

Position is responsible for assisting the Circulation Manager in all daily operations relating to the circulation desk and the acquisition, processing, and withdrawal of all library materials; performs all other related work, as required.

Essential Functions

The essential functions or duties listed below 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.

Charges and discharges materials at the circulation desk, including museum passes for patrons.

Answers queries and fulfill requests for patrons.

Processes interlibrary loans and Commonwealth Catalog requests.

Selects and orders audio and large print books based on level of interest, requests and budget.

Enters processes and withdraws library materials including audio books, DVDs and music CDs.

Arranges materials on shelves, determining when areas need to be shifted.

Creates monthly displays of DVDs. Registers new patrons and updates patron records.

Coordinates volunteer activities related to shelving and processing materials.

Represents the library on the CLAMS Public Service Committee.

Performs Special Projects.

Keeps staff up to date on new procedures, upgrades, policies.

Takes monies from patrons and the general public for fines and sales.

Performs other similar or related duties, as required or as situation dictates.

Supervision

Supervision Scope: Performs responsible library duties (both professional and para-professional) requiring independent judgment and initiative; assignments are completed according to established procedures and departmental policies and standards.

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Supervision Received: Employee works under the general supervision of the Circulation Manager; unusual situations are referred to the Manager.

Supervision Given: None.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's degree; three years of professional library experience, including experience with automated library systems; or any equivalent combination of education, training and experience.

Knowledge: Knowledge of library policies, procedures, including automated circulation systems; information technology, circulation department operations, cataloging procedures. General knowledge of the library system and community.

Ability: Ability to problem solve, work independently, and interact professionally with patrons, staff, volunteers, vendors, and other libraries. Contacts are by phone, in person, and in writing.

Skills: Must have excellent customer service skills, and must enjoy working with library patrons, especially children. Computer skills in operating automated circulation system (CLAMS/Sierra), researching the internet for availability of requested books and generating lists of books by subject for patrons to utilize. Skill in Internet, Email; strong knowledge of Microsoft Office software applications.

Job Environment

- Work is performed in library conditions, with frequent interruptions to respond to requests for information or service; work is subject to seasonal fluctuations and administrative deadlines.
- Employee operates standard office and library equipment. Employee has ongoing contact with the general public, volunteers, vendors and other library staff.
- Performance of duties requires constant contact with patrons and library staff.
- The employee has access to confidential information about library patrons.
- Errors could result in lower standards of service to the public, monetary loss or damage to buildings or equipment.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort required in performing functions under typical library conditions. May be required to lift and shelve books. Intermittent walking, reaching, crouching, climbing, and similar activities related to library service. May be required to stand for extended periods of time. Ability to use a computer tablet and keyboard. Must be able to push and pull book carts weighing up to 40 pounds. Operates automated library equipment and other standard office equipment. May be required to stand on stepstool when shelving books.

This 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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

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