

# PALATINE PUBLIC LIBRARY DISTRICT

## JOB DESCRIPTION

**TITLE:** Circulation Associate

**DEPT.:** Circulation

**REPORTS TO:** Circulation Manager

**CLASSIFICATION:** Non-Exempt

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### Objective:

Perform responsibilities at public service desks and take lead role in assigned areas professionally and in accordance with the policies and procedures of the Library District.

### Duties:

1. Provide circulation assistance to patrons at the public service desks, including assistance at Express Checkout stations.
2. Schedule meeting rooms and keep schedule for room availability as necessary.
3. Set up audio-visual equipment in meeting rooms.
4. Perform departmental responsibilities as assigned by manager.
5. Attend Circulation-related meetings and participate in appropriate workshops related to job responsibilities.
6. Work directly with manager and assistant manager to ensure high level of patron service.
7. Collect, count, and balance daily cash receipts.
8. Seek ways to incorporate process improvements.
9. Understand and enforce the Library's policies and procedures while safeguarding confidential and restricted information.
10. Effectively convey library policies and procedures to the public and staff.
11. Work collaboratively with other departments.
12. Participate in professional development by attending appropriate conferences, meetings, workshops, and seminars in order to maintain current expertise in appropriate areas.
13. Participate in library meetings and serve on library committees as assigned.

Performs other miscellaneous duties as assigned that may include working at other library locations as necessary.

### Minimum Qualifications:

#### Education:

Requires expertise typically acquired through the completion of 2 years of college level coursework, Associate's Degree, LTA certificate or equivalent.

#### Experience:

Minimum of 1 year related circulation experience in a public library with automated systems or equivalent required. Bi-lingual preferred.

## Skills:

### *Office & Library*

- Ability to work with efficiency, skill, accuracy and appropriate speed
- Knowledge of and ability to carry out policies and procedures
- Ability to read library material labels in order to comprehend and put in correct order
- Ability to alphabetize correctly and to understand numerical arrangement utilizing the decimal point (Dewey Decimal Classification)
- Ability to accurately retrieve information and materials from shelves

### *Communication*

- Ability to work collaboratively as a member of a team
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to read information from computer monitors
- Ability to adapt communication style
- Ability to communicate skillfully, accurately and pleasantly in person, on the telephone, via email, and online

### *Customer Service*

- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to patron needs, exploring beyond the initial question to determine the actual information desired
- Ability to work effectively and courteously with the public and staff
- Ability to work efficiently and calmly during busy periods and with frequent interruptions
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times

### *Organizational*

- Ability to handle multiple tasks and efficiently organize work
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to work in a supportive manner with colleagues and managers
- Ability to consistently complete and follow-up on departmental jobs
- Knowledge of library policies and procedures
- Knowledge of materials/services available at the Library
- Knowledge of physical organization of the building and functions of the various departments within the Library

### *Technology*

- Ability to type and enter data into computer accurately
- Proficiency in the use of personal computing technologies, including: desktops, laptops, tablets, current operating systems, and Internet applications required
- Knowledge of Windows platforms and Windows Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, and Internet Explorer)

- Knowledge about and/or experience communicating via social media channels
- Fluency in successfully searching library catalogs and research databases
- Experience with integrated library systems (Innovative Sierra preferred)
- Ability to troubleshoot minor problems with computers and peripherals
- Demonstrates ease and comfort with emerging technologies

**Supervisory Responsibility:**

Position has functional supervision responsibilities. Incumbent is responsible to direct the work of employee(s) engaged in library circulation activities. Review work, assist, develop, and enforce library rules and policies.

**Contacts:***Internal:*

Library staff and management

*External:*

Patrons, vendors, and other libraries

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

**Working Conditions:**

Work is performed in a typical library environment. Will require some weekend and evening work. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.