

MILTON PUBLIC LIBRARY

Senior Circulation Technician

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB:

Overseeing the functions of the circulation desk, maintenance of the library collection, daily circulation statistics, borrower records, training staff and supply ordering. Compiles statistics and annual reports according to the needs of the Director and staff.

ESSENTIAL FUNCTIONS OF JOB:

1. **Circulation Desk:** processes the reserve of materials, checks-in and checks-out library materials, keeps daily circulation statistics, assists patrons with locating materials and reference questions; assist Director with scheduling of employees.
2. **Cataloging:** loads new materials into the system by downloading MARC records or searching for MARC records online; updates the forthcoming database; manages gifts, donations, and memorials; prints barcodes and material spine labels; weeds materials.
3. **Circulation Records:** keeps daily circulation records of patron use, fines, copy machine, and other sources of revenue; assisting Director with end of month documentation.
4. **Patron Memberships:** maintains and verifies patron database and information, prints new and lost membership barcodes and makes up cards.
5. **Training:** trains new employees on library policies and circulation procedures.
6. **Library Supplies:** order and receive office supplies; submitting invoices to Director for payment authorization.

OTHER DUTIES OF JOB:

1. Attends meeting, training seminars as required.
2. Assists with planning for special events.
3. Performs other job-related duties as needed.

SUPERVISION GIVEN:

Receives instruction and supervision from Director.

SUPERVISION GIVEN:

Student Assistants.

WORKING CONDITIONS:

1. Occasionally open and close the library.
2. Normal library exposure to noise, stress and disruptions.

PHYSICAL / MENTAL CONDITIONS:

1. Occasional lifting / carrying of objects with weights of twenty to fifty pounds.

EDUCATION AND EXPERIENCE:

1. Must be a high school graduate; two years of college preferred.
2. Must have experience working in a library.
3. Supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be service oriented and possess excellent public service skills with a diverse population.
2. Must possess ability to communicate effectively and follow oral and written instruction.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with patrons, co-workers and others.
4. Must possess advanced computer application skills.
5. Must possess the aptitude to work with and learn new computer technologies.
6. Must be detail oriented.
7. Must be able to maintain confidentiality of patrons and staff.
8. Must possess ability to prioritize multiple tasks.