

CITY OF MILES CITY
POSITION DESCRIPTION

POSITION: Circulation/Interlibrary Loan

DATE: September 1, 2007

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

SUMMARY OF WORK: This position is responsible for duties relating to circulating library materials, interlibrary loan materials, and customer service.

JOB CHARACTERISTICS:

Nature of work: Position requires attention to details and accuracy in the process of organizing and shelving materials, knowledge of interlibrary loan program, and commitment to public service.

Personal Contact: Continual contact with the public, interlibrary loan librarians, staff, and volunteers.

Supervision Received: From Library Director

Essential Functions: Position requires intermediate computer skills, and the ability to operate basic office equipment. Must possess written and verbal communication skills. Must be able to lift at least 50 lbs., push carts, shelve and carry books, boxes, and equipment.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Specific Duties: Organizes and shelves library materials according to standard library procedures. Have knowledge of the Dewey classification system, and methods of organizing literary collections for the public. Acquires reading materials for patrons through the interlibrary loan program. Works the circulation desk, and helps the public locate the information they need.

General Duties: Helps patrons acquire materials from other libraries, helps patrons with technology, and uses proper courtesy in phone and personal contacts.

JOB REQUIREMENTS:

Knowledge: This position requires intermediate computer skills, knowledge of cataloging practices, use of the Dewey System, and basic organizing skills. The Circulation/Interlibrary Loan Librarian shall cross-train in other areas of the Library in order to be able to perform the duties of other librarians and technicians to meet staffing needs. Be willing to work a varied schedule including evenings and weekends,

Skills: this position requires the use of computers, library equipment, proper record keeping, and the ability to communicate effectively, patiently, and courteously with employees, patrons, and other community members.

Abilities: This position requires the ability to work with minimal supervision, prioritize tasks, and communicate effectively with patrons and other librarians.

EDUCATION AND EXPERIENCE:

High School Diploma required, some college course work and/or library experience preferred. Any equivalent combination of experience and training that indicate possession of the knowledge, skills, and abilities listed.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of performance criteria include, but are not limited to the following:

- Completes interlibrary loans in a timely manner
- Promptly notifies patron of availability of reserved materials
- Completes assigned shelving in a timely manner
- Ability to work flexible hours and weekends
- Demonstrates flexibility and ability to adjust to change
- Teamwork approach to the job by cooperating with others, offering to help others when needed