

CITY OF MILES CITY
Librarian (Circulation)

POSITION: Circulation

DATE: February 2, 2023

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

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

JOB CHARACTERISTICS AND SKILLS:

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

Essential Functions and Skills: Position requires intermediate computer skills, proper record keeping and the ability to operate basic office equipment. Applicant must possess excellent written and verbal communication skills. Must be able to lift at least 50 lbs., push carts, shelve and carry books, boxes, and equipment. This position requires the ability to work with minimal supervision and prioritize tasks

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

General Duties:

- Organizes and shelves library materials according to standard library procedures
- Works the circulation desk and helps the public locate the information they need
- Helps patrons acquire materials from other libraries
- Assists patrons with technology
- 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 Librarian shall cross-train in other areas of the Library in order to be able to perform the duties of other staff. They must 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.