**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Seymour Public Library*

## *Circulation Assistant*

## GENERAL STATEMENT OF DUTIES:

Under the direction of the Library Director performs specialized and or technical duties involved in the maintenance and use of the Library collections. This position may be assigned a regular schedule of days, evenings and Saturdays as required.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Performs the full range of circulation duties including issuing library cards, charge and return of library materials, collecting fines and funds for lost materials and helping to locate materials in the global catalog.
* Helps to establish and maintain a high level of customer service.
* Advises patrons about library materials and how to effectively use the library including training patrons on how to use the Public Access Catalog.
* Notifies patrons when reserved materials are available at the library.
* Provides readers advisory information.
* May help to train and supervise library pages and volunteers.
* Monitors appropriate use of library facilities.
* Responsible for maintaining accurate and orderly presentation of the adult collection.
* Completes incident reports and or refers any patron complaints to Head Librarian.
* Monitors use of the public computer stations and troubleshoots problems either resolving these or reporting problems to Manager of Technical Services.
* Performs technical services activities (creates labels and shelf list cards) for new materials.
* Performs related work as required.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Library Director.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of public library principles and practices.
* Ability to work independently and as part of a team.
* Basic competence in Microsoft office software and ability to master library system protocols.
* Ability to perform work that is moderately physically demanding: standing for 2-3 hours at a time, obtaining books from shelving areas and returning them.
* Ability to communicate effectively orally, in writing and on the telephone.
* Ability to speak with groups, providing instruction and directions.
* Motivation to continue to learn about library practices and resources.
* Ability to establish and maintain effective working relationships with colleagues, the public and officials of other agencies.

## EXPERIENCE AND TRAINING:

* Associate degree or BA/BS with demonstrated ability to use a computer and a strong desire to learn the principles and practices involved in the provision of library services.
* A combination of education and experience. Experience working in a library that is a member of the Bibliomation Network is preferred.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.