

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Library Circulation Associate

Department: Library

Appointing Authority: Board of Library Trustees

Affiliation: Wayland Library Staff Association

Grade: L-2

Personnel Board Approved: 03-15-2022

Summary of Duties

Responsible for a wide variety of tasks relating to the lending to and returning of library materials to the public; processes materials for transfer to other libraries; prepares and processes various information and notices for Library operations. Shares in the administration of special materials and services to include: the acquisitions, organization and record-keeping of the periodical collections, Library of Things, Event Calendar, and Museum Pass Program. Assists in training of clerks.

Supervision Received

Works under the supervision and coordination of the Head of Circulation or Library Director.

Supervision Exercised

Supervises general library circulation assistants, clerks, pages and volunteers. In charge of Building and Staff on weekends and evenings when Library Assistant may be the senior person on duty.

Job Environment

Work is performed under typical library conditions; the noise level is quiet to moderate with frequent interruptions. Essential functions are regularly performed without exposure to adverse environmental conditions. Library operating hours require evening and weekend hours. Operates computers and peripherals, standard office, and library equipment. Has frequent contact with library patrons, vendors, staff, Town employees, and area libraries. Contact with the public is to be courteous and may require discretion, patience, tact and understanding. Errors could result in reduced levels of service and/or adverse public relations, monetary loss, damage to library materials and possible legal ramifications.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs various tasks relating to the circulation of library materials, including patron registration, reserves, renewals, and fine collection. Coordinates activities relating to circulation with those of other circulation staff. Trains new circulation staff and volunteers.

In collaboration with other Circulation Staff, manages the Library's special collections to include: periodicals, event calendar, museum passes, and Library of Things collections. Registers, processes, organizes, displays, and promotes Special Collection items. Withdraws older items as needed. Enters materials into the Minuteman Library Network database. Oversees special collection ordering and places claims with vendors for missing items. Consults with director regularly to review patron suggestions, report on usage and to add or discontinue materials. Responsible for interlibrary loan.

Attends Minuteman meetings as needed to keep abreast of new software, services, etc.

Plays a major role in conveying the image of the library to the public, being attentive and responsive to user needs.

Performs other duties and responsibilities as assigned by the Head of Circulation and/or Library Director.

Recommended Minimum Qualifications

Education:

High School Diploma or equivalent

Experience:

Previous library experience or coursework preferred.

Knowledge:

General understanding of the role and function of a public library.

Ability:

Good administrative skills. Ability to give attention to details and train others. Good interpersonal skills for working with public and staff. Ability to work independently with little supervision.

Skill:

Computer skills: Ability to use and understand automated library systems. Familiarity with office software and equipment.

Physical Requirements

Minimal physical effort generally required. Occasionally required manipulate physical items weighing up to 30 pounds. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to listen attentively and communicate clearly.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

