

Position Description

Lac La Biche County Library Board



Job Title: Circulation Coordinator
Date: June 21, 2021
Revision:

A. Position Summary

Under the general supervision of the Library Director this position oversees and provides Circulation, Interlibrary Loan, Collection Management Assistance, and Front Desk Services; including work direction and scheduling of all circulation desk staff.

B. Key Responsibilities

Key responsibilities are intended to reflect key areas of assignment but may not reflect all tasks that may be required in performance of these functions.

- 1. Oversees preparation, processing, and records management for all circulation materials**
 - Ensures proper distribution to NLLS for processing and cataloguing.
 - Checks new book shipments ensuring accuracy of the packing slips.
 - Oversees the unpacking from van run.
 - Assists with donations by completing the first weed and the disposing of unwanted items.
- 2. Provides Front Desk Customer Service to Library Members**
 - Receives book donations, records and thanks library members.
 - Processes book returns and records new loans.
 - Answers public inquires in phone, via e-mail and in person.
 - Assists library members with computer usage.
 - Assists library members in search for library materials.
 - Accepts payments for membership, replacement cards, lost and damaged items or donations.
- 3. Interlibrary Loans & Associated Duties**
 - Assist library members over the phone, via email and in person to arrange interlibrary loans.
 - Research and request titles from the ILL website for all Library Members.
 - Co-ordinates interlibrary loan requests for all library member requests;

including tracking receipts, returns and distribution status.

- Oversees contacting of library members regarding overdue status of interlibrary loans, including report runs.
- Completes daily printing of overdue and billing notices.
- Co-ordinates block loan requests and special orders for CELA & NNELS.
- Orders and delivers box loans to local educators.
- Oversees book orders for the local Adult Book Club.
- Oversees lost item tracking, billing, and replacement.

4. General Duties

- Shelf reads the library collection as required.
- Shelves all library materials in an accurate manner.
- Ensures that the daily “holds to fill list” is completed.
- Ensures that all paper and cardboard recyclables are dealt with weekly.
- Updates the booking spreadsheet daily.
- Oversees and conducts special projects such as inventory, relabeling of materials or weeding of the collection, as assigned.
- Arranges all programming room bookings.

5. Supports the Maintenance of all Library Property and Services

- Identifies any maintenance concerns to the municipality regarding repairs, maintenance and security of the premises.
- Oversees daily maintenance/hygiene practices with equipment.

6. Programming & Promotion Duties

- Assists with other programs and services as required.
- Contacts schools to arrange library visits.
- Assists in promotion of library events and social media and website presence as required.
- Responsible for booking and setting up Art Exhibitions.

7. Staff Support Duties

- Provides guidance to Circulation Staff in performance of their duties.
- Completes assigned scheduling activities, ensuring adequate coverage for operational hours of service.
- When directed as designate, provides staff support in the absence of the Library Director, ensuring operational policies are followed and performance standards are met.
- Assists in training new staff in circulation and customer service.

C. Supervision

Indirect: Circulation Clerks, Volunteers, Work Experience & Summer Students

D. Qualifications

Education: Grade XII or equivalent education
Post-Secondary Studies in Library Sciences is preferred

Experience: Office or customer service preferred and must be bondable
Library Experience required

License(s)/Certificate(s)/Professional Membership(s): Library Information
Technology Diploma

Knowledge, Skills, Abilities, and Competencies

- Demonstrated excellent knowledge of Microsoft Office applications.
- Demonstrated ability to learn and apply knowledge of library specific software.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated ability to communicate and cooperate effectively with others.
- Demonstrated attention to detail and accuracy.
- Demonstrated ability to meet and handle deadlines effectively.
- Demonstrated ability to work independently and prioritize tasks effectively.
- Demonstrated ability to use good judgment and problem-solving skills.
- Holds and maintains a valid driver's license and business insurance coverage.

Physical Effort/Strength Required

- Intermittent use of computer throughout each day, able to take breaks.
- Ability to reach and bend freely and lift packages up to 50 pounds.

E. Privacy and Security

Demonstrates awareness of and adherence to all policies, maintaining confidentiality and respecting privacy at all times.

F. Authorization

**Library
Director**

Date:

Incumbent:

Date:

(I have received a copy of this Position Description)