



CIRCULATION/REFERENCE MANAGER

GENERAL DEFINITION

Performs administrative work in managing the daily operation of the main library circulation desk and reference area.

ORGANIZATIONAL RELATIONSHIP

Work is performed under the supervision of the Library Director. Supervision may be exercised over assigned staff.

TYPICAL TASKS

- Supervises and evaluates the activities of the circulation/reference staff;
- Assists in the selection and training of circulation staff;
- Oversees shelf reading and collection weeding in the adult section;
- Maintains public access computers;
- Maintains appropriate records;
- Recommends policy and procedure changes regarding circulation desk/reference area;
- Conducts tours and explains library services to the public;
- Assists with general duties in the circulation/reference area;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the procedures, practices, and methods of a public library; ability to speak and write effectively; thorough knowledge of public needs and reading tastes; ability to coordinate and supervises the activities of others; ability to maintain good relations with the public and explain library policy; ability to troubleshoot and fix public access computers; thorough knowledge of reference sources.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited four-year college or university and two years experience in library or administrative work.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

None.

PHYSICAL DEMANDS

Must be able to sit or stand for long periods of time.

WORK ENVIRONMENT

Work is performed in a library/office environment.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last Updated 7-16-04)

FLSA Status:

Exempt
 Non-Exempt

Pay Grade 16