

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Circulation Librarian  
**Department:** Library  
**Revised:** July 2022

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Library Associate II position.*

**GENERAL DESCRIPTION**

Librarian work requiring the application of professional library techniques. Supervises the staff and daily operations and services of library headquarters' circulation division. Oversees compliance with Rowan Public Library system wide circulation policies and procedures and circulation services staff training. Maintains the *RPL Circulation Policy and Procedures Manual*. Work is performed under the general supervision of the Library Services Manager and Branch Operations Manager and is reviewed through observation, periodic conferences and analysis of work performed. This position reports directly to the Library Service Manager.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Manages day-to-day operation of library headquarters' circulation division

Supervises daily cleaning and maintenance of library headquarters 1<sup>st</sup> floor

Supervises, trains, evaluates and prepares work schedules of headquarters' circulation division staff.

Assists the Library Services Manager and Branch Operations Manager with supervising, training, evaluating, and disciplining circulation staff system-wide.

Interpret policies, procedures, and standards to department staff.

Oversees and performs circulation services tasks including checking materials in and out, handling reserves, re-shelving returned materials, maintaining collections in proper order, displaying materials, submitting materials requests online, and retrieving specifically requested materials.

Handles financial transactions according to County policy.

Balances cash drawers; handles monetary transactions via cash, check, credit/debit card, makes change.

Prepares bills and correspondence to be sent to patrons; prepares and submits collection reports to library management.

Resolves daily circulation service problems and customer complaints.

Submits division office and library supply requests to library administration.

Maintains a variety of circulation division records, forms, reports, logs, and statistics.

Provides personal assistance to users in pursuit of information; promotes and facilitates access to information.

Provides general library services at the circulation desk. Works at other public service desks (reference/Info desk, children's, history room) as needed.

Provides directional and other basic information regarding the use of library facilities, services, and collections.

Assists patrons with the use of library computers and related technology and equipment. Instructs patrons in the use of library equipment.

Provides personal assistance to users in pursuit of information including assistance with the use of public computers, copiers, and equipment.

Prepares and presents programs and library tours for children and their families, teens, and/or adults; assists with publicizing those programs and tours.

Prepares and presents hands-on technology classes to library staff, County employees, and the general public; assists with publicizing those programs.

Provides reference and reader's advisory service.

Creates and maintains bibliographies for reader's advisory. Creates displays.

Coordinates the activities of volunteers.

Opens and closes library as assigned and according to library policy and procedures.

Resolves unusual or difficult questions.

Tracks and reports relevant statistics.

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of library practices, procedures, and resources.

Knowledge of the principles and methods of modern professional library work including circulation services, classification systems, reference work and resources and technology resources and skills.

Knowledge of the American Library Association's *Core Competencies of Librarianship* and *Library Bill of Rights*.

Thorough knowledge of circulation division policies, procedures, and practices.

Ability to exercise initiative and judgment in development and implementation of circulation services.

Thorough knowledge of the library's integrated library system (ILS), able to query the ILS to produce customized reports, track collection usage, conduct statistical analysis and generate weeding lists.

Ability to operate a personal computer and related equipment as a productivity tool for word processing, spreadsheets and presentations, and as a tool in researching the Internet and other information databases.

Ability to assist users in the use of the library catalog, computers and related software and to use a personal computer for presentation purposes.

Ability to gather and give information and instructions regarding the operation and use of the library, material requests and interlibrary loan services.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers, other County departments, and the general public.

Ability to train and supervise personnel.

Ability to analyze and resolve problem situations.

### **PHYSICAL REQUIREMENTS**

The work in the class is primarily sedentary in nature. Physical requirements include standing and sitting for extended periods of time, walking, bending, stooping, reaching, pushing, pulling, lifting, grasping, and moving and transporting bags and boxes of books and files of approximately 35 lbs. or less. Work includes extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's degree in Library and/or Information Science from an American Library Association (ALA) accredited program or comparable degree from an accredited program of higher education; or equivalent combination of education and experience, three-five years customer service experience, two years supervisory experience

**Preferred:** Experience working with the public in a library. North Carolina Public Library Certification eligibility.

**Special requirements:** A valid driver's license.

**This job description does not create an employment contract,  
Implied or otherwise.**