

Coffeyville Public Library Position Description

Title: Shelving and Circulation Page

Reports to: Children's Librarian and Library Director where applicable

General Summary: Provides reference and reader's advisory services, assists patrons with computer questions, checks in and out material, assists Children's librarian as needed

Duties and Responsibilities:

- Provides consistent, gracious and friendly service to patrons and other staff
- Answers reference and reader advisory questions, assists patrons in locating materials, instructs patrons in the use of library materials and on-line catalog
- Insure that patrons receive results to their satisfaction
- Performs circulation duties in an accurate and timely manner
- Provides computer support and limited troubleshooting for patrons using public computers
- Understands and enforces the library policies and procedures while safeguarding confidential and restricted information
- Assists Children's Librarian with shelf reading, summer reading, and other projects
- Shelves library items as needed
- Performs other duties as requested by the Children's Librarian or Library Director

Knowledge, Skills and Abilities:

- Strong interpersonal skills for dealing with other employees, library patrons and other outside contacts in a tactful and professional manner
- Ability to communicate effectively, both written and verbally, with staff and the public
- Ability to empathize and relate to the needs of all patrons, especially children
- Strong grasp of the alphabet and capable to shelving books in the appropriate locations in the Dewey Decimal System
- Ability to use a variety of office equipment
- Ability to use library automated system
- Knowledge of library services and procedures
- Knowledge of child behavior

Qualifications:

- Completion of 9th grade required
- Experience with children preferred
- Bilingual (English and Spanish speaking) preferred

Working Conditions:

- Normal library working conditions, with periodic reaching, stooping, bending, lifting and/or carrying 50 pounds or less
- Regular use of computer and associated eye strain and fatigue
- Hours include mostly evenings and Saturdays