

Circulation Manager/Reference Assistant

Joe Barnhart Bee County Library - Beeville, TX 78102

Full-Time

BRIEF DESCRIPTION OF THE JOB: Assisting library patrons at circulation/reference desk, shelving, processing of library materials, inter-library loan, statistics, and other duties as assigned. Will be responsible for POS operation and enforcing library policy and procedure. Must have advanced computer and office skills (Microsoft Office 2010 or later, faxing, copying, scanning, email). Spanish speaking preferred, but not required. Must be able to work occasional Saturdays/special events.

ESSENTIAL DUTIES:

Performs clerical functions while assisting users at the circulation desk; processes library materials; tags items, shelves and keeps books in order on shelves; item transfer best seller items from shelf to correct location, handles interlibrary loan materials and mail. Processes and withdraws paperbacks, does weekly radio announcements of monthly library events, delivers monthly calendars to local schools and government offices. Inputs calendar of events on library website, records and updates monthly telephone voice recording, and enters library circulation statistics and new library accounts.

Description of Work

- Manages the circulation desk including all aspects of circulation of items, shelving, fines, special requests, and patron issues. Enforces library policy and procedure.
- Works with the circulation process; checks library materials in and out; calculates and collects fines for lost and overdue materials; processes applications for library cards; places materials on reserve.
- Handles serials, interlibrary loans and mail.
- Provide reference & research services to library patrons at reference desk
- Assists library users; responds to questions and requests for information or other assistance as needed.
- Shelves materials and maintains shelves in correct order.
- Processing of library materials (e.g. paperbacks)
- Assists with library programs and special activities.
- Manages the Dougherty Multipurpose Room schedule and ensures that it is set up as required. Encouraged to have general library staff assist in the set up for safety.
- Maintains regular attendance, punctuality and adheres to library dress code.
- Performs other duties as assigned.

QUALIFICATIONS:

High school graduate, or its equivalent or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience working with the public.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office procedures; ability to handle money and make change; ability to communicate effectively with the public and staff; ability to establish and maintain effective working relationships (team player); ability to organize data and information. Work required weekend hours and/or other schedules as assigned.

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Computer, POS machine, copier, printer, microfilm reader/printer, scanner, telephone, fax, barcode, IOS and Android platforms (mobile devices), reader/wand.

CERTIFICATES/LICENSES REQUIRED:

Valid Texas Driver's License, Class C