

CITY OF LOWELL
Job Description
Please Post ~ July 22, 2014
Deadline ~ August 5, 2014
Pollard Memorial Library
Head of Circulation

Job Title: Head of Circulation (1300-36, 2050)
Department: Pollard Memorial Library
Reports To: Director, Assistant Director
Union: MVEA-C
Schedule: Includes one evening per week year-round and every fourth Saturday from September through June - 35 hours per week
Salary: (Min) \$770.33 to (Max) \$863.53 per week

SUMMARY

Responsibility for oversight and operation of all library circulation functions under the direct supervision of the Assistant Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Trains and supervises all circulation staff, including pages and coordinates the workflow of all circulation activities: e.g. reserves, fine and fee collection, processing of all overdue materials, and shelving and shelf-reading.

Takes responsibility for data collection and statistical reports for circulation activities.

Interprets policies and procedures for users referred from circulation staff because of problems with materials returned, fine reconciliation, etc. and determines necessity of referral to the Assistant Director or other supervisor.

Participates in consortium and other cooperative meetings concerned with circulation activities and interprets, recommends, and implements policies and procedures relating to circulation activities.

Staffs circulation and information desks as needed.

Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor of Arts or Bachelor of Science (B.A. or B.S.) from a 4-year college required. Ability to maintain effective working relationships with staff and a diverse urban public required. Experience working with an automated library circulation system and daily library operations preferred. Experience managing a large number of staff preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate.

The city of Lowell is a smoke and drug free employer and requires a physical with drug screen, CORI post offer.

Qualified/interested applicants send resume to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 PM on: Deadline ~ Tuesday, August 5, 2014. Applicants may also send a resume and/or application to fax #978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer