**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Assistant** **Circulation** **Manager**

**DEPARTMENT:** Library **CLASSIFICATION:** Non-Union

**REPORTS** **TO:** Circulation Manager **REVISION** **DATE:** October 21, 2011

**PAY** **GRADE:** Nonunion Pay Plan Grade 5

**GENERAL** **PURPOSE:**

Ensures that library materials are provided for library patrons promptly and efficiently by assisting with the day-to-day activities of the library for circulation support services. Serves for the Circulation Manager in his/her absence.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Organize and supervise workflow for circulation of library materials.

•Assist in the hiring, training, supervising, scheduling and evaluation of circulation staff.

•Oversee the day-to-day activities of the library, handling emergencies and problems with patrons.

•Supervise the handling of damaged or parts missing materials and with other problem materials.

•Supervise outer-library loan.

•Proctor exams for independent study programs. •Supervise opening and closing of building.

•Assist patrons with database search, reader advisory, ready reference and homebound service.

•Assist with coverage of the Children’s and Information Desks, as needed. •Participate in continuing education programs.

•Maintain the confidentiality of library records.

•Maintain contact with other department personnel, South Central Library System and Dane County Library System.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Considerable knowledge of library methods and procedures and ability to apply them to library operations.

•Keyboarding and considerable knowledge of office procedures.

•Knowledge of automated systems, Internet, computer software and hardware.

•Ability to work with staff and public in person or on the telephone and maintain effective public relations.

•Ability to maintain neat and accurate files and records.

•Ability to write, implement and train staff on procedures.

•Ability to work independently, organize and prioritize work. •Knowledge of effective supervision.

•Ability to respond to varied or changing work demands and make decisions. •Knowledge of employment laws and safety requirements.

•Knowledge of building systems, including security system. •Two or more years of college.

•Two or more years of progressively responsible public library experience.

•Library course work in basic library practices, such as organization of materials and information services.

•Ability to travel to meetings outside the library.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Sitting, standing for long periods of time, walking, climbing and stooping. Bending/twisting and reaching. Talking and hearing; use of the telephone. Flexible work hours with frequent evening and weekend hours.

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.