FRANKLIN PARISH LIBRARY

Circulation Specialist I

Job Description

Title: Circulation Specialist I

Location: Main Branch

Appointment: Full Time

Weekly Hours: 40

Pay Rate: Dependent upon qualifications

Primary Job Responsibilities:

- Works closely with one other Circulation Specialist
- Assist in the organization and maintenance of the adult, young adult, and media collections including functions such as shelf upkeep, cleanliness, properly shelving items, & weeding collections.
- Work directly with the public at the circulation desk
    - Assist patrons with making copies, scanning/emailing, locating books or media items, paying fines/fees, checking items in/out, renewing items, taking patron book requests, pulling books for online/phone reservations, reviewing items that are returned for damage to assess and apply correct fines/fees, creates patron accounts for new library cards or replacement cards
- Check the book drop daily & processes returns
- Communicate overdue notices via phone, email, or written notice as needed
- Maintain a pleasant, inviting, and safe environment on the main floor of the library, including creating imaginative and inviting bulletin boards and book displays
- Communicate in a friendly, patient, effective, and professional manner with library staff and the public
- Assist patrons in the use of the library, its resources, and material that is age appropriate
- Oversee the use of public computer stations and answer questions/provide assistance when requested
- Uphold established library policy and procedures
- Make suggestions for the formulation of policies and development of procedures related to circulation and patron services
- Locate and communicate information to satisfy patron requests, both in person and over the phone

Other Job Responsibilities:

- Assist with Adult Summer Reading Program or other adult library programs
- Assist with opening and closing procedures of the Main Library
- Assist in opening and closing procedures for the Learning Center for scheduled meetings/activities
- Tactfully handle issues with disruptive patrons
- Make suggestions for books or media to add to the collection
- Perform inventory checks
- Perform routine clerical duties including shelving, answering & routing phone calls, etc.
- Participate in professional development that will enhance job skills and complete required annual training when necessary

- Other duties as assigned

Qualifications:

We are looking for a patient, professional, and helpful individual who is capable of multitasking efficiently, working independently, and as part of a team. They must model a positive, friendly, and cooperative attitude towards staff and the public patrons we serve. This person is responsible for working directly with the public at the circulation desk and upkeep/maintenance of the adult, young adult, and media collections. This is a full time position in the library. In addition to collection management and patron assistance responsibilities, the employee performs a variety of clerical and basic library tasks alongside the Circulation Specialist II.

- Potential candidates must possess a high school diploma or equivalent diploma, a valid driver's license, customer service and communication skills.
- The candidate must be able to interact and communicate effectively with staff and public.
- The ideal candidate will possess some college or vocational training. 18 hours of library science is preferred.
- Experience in working directly with the public desired.
- Applicants should possess computer and internet skills, be able to properly make change, be detail oriented, and enjoy working with children and the public.

Benefits include:

- Employee portion of the health insurance paid by the library
- Inclusion in the Parochial Employees' Retirement System of Louisiana
- Paid Holidays
- Accrual of vacation and sick leave

Franklin Parish Library's Mission Statement:

The Franklin Parish Library seeks to foster a life-long love of reading in all its patrons, facilitate research and study, to ensure equal access and service to all, and to enrich the parish by providing opportunities for information, education, culture, recreation, inspirations, and imagination. The library further seeks to be a faithful steward of the resources entrusted by the taxpayers of Franklin Parish.

Franklin Parish Library is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or other characteristics provided by law. After an offer of employment is made and prior to hiring, a candidate may be drug tested at the library's expense and a detailed background investigation will be required.