



Alpha Park Public Library District

Job Description

Technical and Circulation Services

Department Head

Reports to the Director

Department: Technical and Circulation Services

Classification: Exempt, Regular Full Time, hourly (22.22-27.93)

General Statement of Responsibilities

Under the direction of the Director, the Technical and Circulation Services Department Head oversees the daily operations of all department service functions. The Department Head manages and approves scheduling of 11 direct reports, including pages, and ensures the adoption and execution of best customer service practices. Daily circulation duties are delegated and supervised by the Department Head, including, but not limited to, patron registration, holds management, materials check-in and check-out, fee collection, and interlibrary loan and delivery. The Department Head also oversees daily operations of budgeting, ordering, processing, cataloging and distribution of tangible and collection based materials (playaways, audiobooks, e-books, etc.). The Department Head should be able to communicate clearly all relevant policies and practices regarding technical services and collection development to employees and patrons.

Other duties include processing and compiling reports, assisting with grant applications and reporting, and assisting in maintaining good patron and material workflow. The Department Head is responsible for the growth, training, and development of their direct reports. Strong leadership skills are required. The Department Head represents the library at local, regional, or state-wide meetings, as directed. Regular and frequent communication to the director regarding these matters is an essential component of this position. May occasionally assist with programming and outreach events.

Qualifications, Education, Experience and Skills Desired

- MLIS preferred; Educational and Workforce Experience may compensate
- Cataloging background preferred
- Ability to prioritize, delegate, supervise, and manage
- Ability to confidently coach and develop direct reports
- Effective and efficient communication skills, both verbally and written
- Knowledge of professional library standards and best practices in technical services; and circulation, cataloging, integrated systems, workflows, and Office XP
- Minimum of four years' library experience
- One to three years of management experience
- Basic knowledge of library vendors and ordering processes expected (Ingram, Demco, Baker & Taylor, etc.)
- Works to continually build team cohesion and good rapport amongst team members and all library staff
- Experience in ordering from multiple vendors
- Strong budgeting skills required

Responsibilities

- Assists in other departments when necessary
- Continually assess library collections, determining weeding, auditing, inventories, trends and best practices
- Ensure daily cash handling requirements are met
- Processes and supervises ordering and vendor contacts for print and digital collection materials
- Supervises and confirms customer hold contacts have properly been made
- Monthly reporting
- Works with the Director and other Department Heads to craft a comprehensive plan for collection development and management, ordering and managing materials, shifting and weeding materials, and reviewing vendor services
- Assess and oversees the repair of damaged items
- Catalogs non-fiction and brief record items and oversees cataloging of all items
- Establishes and approves a work schedule for circulation personnel and ensures circulation desk is adequately staffed at all times
- Establishes and approves a work schedule for Pages
- Provides regular reports at the Director's request
- Other duties as assigned

Working Conditions/Physical Requirements:

- Occasional travel to partnering libraries will be required
- Flexibility in scheduling including day, evening, and weekend hours required
- Lift up to 50 lbs. with assistive equipment
- Push and steer a properly loaded book cart
- Standing for extended periods of time
- Move safely and easily from sitting to standing positions