

TITLE	Senior Facilitator-Circulation Services
CLASSIFICATION	Grade 310, Facilitator/Associate Tier, Regular, Non-exempt
HOURS	Full time (40 hours/week). Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, depending upon departmental and library-wide needs.

REQUIREMENTS

Education/Experience

BS/BA degree. Experience with circulation operations in a library setting. Supervisory experience preferred.

Knowledge/Skills

Knowledge of basic circulation operations. Ability to communicate effectively in a team-oriented environment. Comfort, familiarity and basic usage skills in new information technologies. Strong written, verbal, customer service and interpersonal skills.

Working Conditions

Work performed primarily inside the library facility. Lifts, moves, shelves books and other light materials and equipment. Occasionally required to attend meetings and training sessions outside the library facility.

REPORTS TO **Manager-Circulation Services**

POSITION(S) SUPERVISED **Shelving Staff, with support from Circulation Staff**

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing the mission by maintaining library stack areas throughout the library, ensuring library and customer shelving and storing needs are efficiently executed.

ESSENTIAL POSITION DUTIES

% Time

1. Library Stacks Maintenance

45%

- Ensures correct shelf order and overall appearance of all library stack areas. Together with shelving staff, department managers, and selectors, maintains stack areas efficiently and safely, following established circulation procedures. Continually assesses library and customer shelving and storing needs, allocates resources, proposes changes to procedures and practices for improved library services, and conducts special projects throughout the library to ensure shelving and storing needs are addressed.
- Facilitates library material movement within the Sort Room to include daily book drop schedules and assignment of duties.
- Conducts bi-annual surveys throughout the library, assessing shelving statistics and procedures to determine necessary changes.

2. Sorting and Shelving Materials

30%

- Shelves or otherwise stores all library materials in proper order. Library materials include books, periodicals, audiovisuals, etc. Maintains accurate and neat arrangements of materials by checking for proper sequence and shifting and straightening materials as needed.
- Processes the daily picklists and interfaces with selectors in the monitoring of materials that are deemed missing.

3. Supervisory Responsibilities

25%

- Supervises staff of adult and student pages, to include the provision of direction, training, coaching, and communications. Models and reinforces excellent customer service skills.
- Interviews, recommends for hire, and orients new staff members.
- Develops weekly staff schedules, approves staff time cards, conducts regular staff meetings, and completes various reports as required.
- Completes special projects such as the planning of Page Day, Page Graduation Day, and the implementation of ergonomic study proposals as they apply to the shelving staff.
- Recommends policies and procedures that support superior customer service and improve department efficiencies.

Communication and Teamwork

Ongoing

- Serves as a positive member of the Circulation team by communicating effectively with coworkers and department managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
 - Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in Circulation through trade materials, associations, etc.
 - Performs miscellaneous related duties as needed by the library and assigned by the Circulation department managers.
-

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
Pushing Yes No
Pulling Yes No
Carrying Yes No
Reaching Yes No
Gripping Yes No
Does job require reaching above shoulders?
 Yes No
Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: __50 lbs__

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
Sitting Yes No
Standing Yes No
Walking Yes No
Climbing Yes No
Stooping/Bending Yes No
Crouching Yes No
Kneeling Yes No
Crawling Yes No
Twisting Yes No
Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:
Conversation Yes No
Sounds Yes No
VISION:
Far Yes No
Near Yes No
Color Yes No
Depth Yes No
PERCEPTION:
Spatial Yes No
Form Yes No
Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
Outside Work Yes No
Hot/Cold Yes No
Fumes Yes No
Traveling Yes No
Working Alone Yes No
Working in a Group Yes No
Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
Electrical Yes No
Sharp Tools Yes No
Slippery floors Yes No
Congestion Yes No
Heat/Cold Yes No
Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
Telephone Yes No
Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
Aisles Yes No
Tables Yes No
Telephones Yes No
Staff Room Yes No
Bathrooms Public Yes No
Drinking Fountain Yes No
Parking Yes No

