

**Town of Granby, Massachusetts
Job Description**

Position Title:	Cataloguer/Circulation Assistant	Grade Level:	
Department:	Library Department	Date:	
Reports To:	Library Director	FLSA Status:	

Statement of Duties:

The Cataloguer/Circulation Assistant is responsible for the provision of technical services and for assisting with circulation and desk services for patrons of the Library. The Cataloguer/Circulation Assistant is required to perform all similar or related duties.

Supervision Required:

Under the general direction of the Library Director the Cataloguer/Circulation Assistant is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Library Director provides instruction for new or unusual assignments. Unusual situations are referred to the Library Director for advice and further instructions. The Library Director reviews work to remain aware of progress, work methods, and technical accuracy.

Supervisory Responsibility:

The Cataloguer/Circulation Assistant as a regular part of the job is not required to supervise other department employees. The Cataloguer/Circulation Assistant provides direction to and training of volunteers with the number varying during the course of the year. The number of volunteers supervised remains relatively stable during the fiscal year. In addition, the volunteers work at the same location.

Confidentiality:

In accordance with the State Public Records Law, the Cataloguer/Circulation Assistant has regular access to confidential information, such as patron records, that is obtained during the performance of regular position responsibilities.

Accountability:

Consequences of errors, missed deadlines or poor judgment may include adverse customer relations and labor/material costs.

Judgment:

Numerous standardized practices, procedures or general instructions govern the work performed and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow established standardized operating practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment:

The work environment involves everyday discomforts typical of a public library setting subject to frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact:

Relationships are constantly with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Operational Risks:

Duties of the job present little potential for injury to the Cataloguer/Circulation Assistant. Risk exposure is similar to that found in a public library setting.

Essential Functions: *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Responsible primarily for the performance of cataloging, circulation and desk library services, technical advisory and reference service to patrons of the library.

Assists patrons at the library circulation desk; answers the telephone; provides basic directional reference and reader's advisory services; issues library cards; collects and records fines; assists patrons with the copy machine and shelves materials; places patron holds on library books; trains patrons on the use of the online library catalog system.

Assists patrons in using the library's public access personal computers.

Responsible for maintaining patron registration records for adult and juvenile patrons.

Responsible for handling overdue materials: determining what is overdue, sending reminders and bills, keeping appropriate records for both adult and juvenile collections.

Assists in maintenance of the library's collection and selection of new materials for circulation; performs minor repairs of library materials.

Responsible for weeding Adult collection for physical condition and suitability.

Oversees materials on the reserve shelf in a timely and efficient manner.

Assists with library programming and special events as assigned by the Library Director.

Attends workshops, meetings and conferences to keep current with issues and skills related to position.

Checks incoming invoices and goods against purchase orders; processes material for immediate access.

Recommended Minimum Qualifications

Education and Experience:

Associate's degree or completion of equivalent college level courses preferred; minimum of two years' experience involved in the general function of a library; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

As a condition of employment, the Cataloguer/Circulation Assistant must pass a CORI check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the library department and specifically AACR cataloging and filing rules pertinent to position functions; familiarity with *Sears List of Subject Headings*, *Fiction Catalog*, and *Public Library Catalog*; knowledge of office software (word processing and spread sheet applications) and the Internet in support of library operations; knowledgeable with the use of basic library reference materials and circulation and cataloging software, including those online and knowledge of how to assist the public with their use; knowledge of literature of all ages.

Abilities: Ability to interact effectively and appropriately with the public and other personnel in a supportive, tactful and courteous manner, and to perform multiple tasks in an organized, accurate and timely manner.

Skills: Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet, and database management applications; proficient business mathematical skills, recordkeeping, keyboarding and customer service skills; proficient written and oral communication skills.

Physical and Mental Requirements: *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 position's essential functions.*

Physical Demands: Work requires some agility and physical strength, such as lifting books and/or other library materials to place on shelves or standing/walking for extended periods of time.

Motor Skills: Duties are largely psychological rather than physical; the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other library and office equipment and keyboarding.

Visual/Auditory Skills: The Cataloguer/Circulation Assistant is required to constantly read documents, person computer screens and written reports for general understanding and routinely for analytical purposes. The Cataloguer/Circulation Assistant must have the ability to listen and comprehend.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.