

# JOB DESCRIPTION



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**Position Title:** Library Circulation Coordinator

**Department:** Library Services

**Employment Category:** Non-Exempt Staff

**Primary Location:** Douglas Campus  
Sierra Vista Campus

**FLSA Classification:** Non-Exempt  
**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE05

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**Position Summary:** The Library Circulation Coordinator is responsible for providing day-to-day supervision of all aspects of circulation including books, electronic media, interlibrary loan, reserves and equipment. Assisting students, faculty, staff and community patrons with the full utilization of library services.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Assists students, faculty, staff and community patrons with the circulation and utilization of resources; provides technical support and assistance as needed; provides tours and training seminars of library facilities and provides explanations of services offered

Maintains circulation records to include monitoring delinquent materials, placing holds on records, etc.; receives and completes requests for interlibrary loans; interprets and enforces college circulation policies and procedures

Manages, supervises, and schedules library paraprofessionals and student workers

Creates a variety of data reports for administrative, instructional and program improvement and compiles data to prepare simple statistics, prepares special or recurring reports for supervisor

Processes new and donated materials, and double-checks accuracy of labels and records as needed

Identifies and coordinates preservation needs of materials to include mending and repairing damaged books, media and other items; maintains and reconciles an active inventory of all library materials as required

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, cooperate and work harmoniously with students, faculty, staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

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Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, SIRSI-Dynix, and Connexion software

Knowledge of current cataloging standards and guidelines

Knowledge of general bibliographic utilities

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail

Ability to work independently while contributing to a team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other departmental staff, students and the public

Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. May be required to work early morning, evenings and/or weekends.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Librarian

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.