



The Lansdowne Public Library

Employment Opportunity

JOB DESCRIPTION: HEAD OF CIRCULATION & CATALOGING

Full Time (Salary commensurate with experience and a full benefits package)

The Head of Circulation and Cataloging works a flexible schedule under the direction and supervision of the Library Director. In addition to ordering/maintaining materials and training and supervising the processing and cataloging of the collection, this individual is responsible for overseeing the circulation desk coverage.

Responsibilities include:

- Order and maintain books, DVDs and other materials in the library collection.
- Make recommendations to the Director for acquisitions based on community and patron need/interests.
- Manage circulation staff/volunteers and coordinate all schedules with the Office Manager.
- Assign circulation staff processing tasks when coverage is available and direct and assist circulation staff in their duties, including troubleshooting difficult patrons.
- Overall supervision of volunteers/circulation desk evening and weekend coverage.
- Train staff involved in circulation and desk duties and initially address any staff issue or conflicts.
- Be responsible for executing changes in collection as determined by the Library Director, such as weeding, reclassification, deaccessioning and reorganization.
- Be proficient in the Delaware County System's circulation system and online public catalog.
- Be responsible for maintaining patron registration records and review delinquent borrowers' records and work with the patron to remedy the situation.
- Be responsible for the management of patron holds and Inter Library Loan.
- Assist patrons in choosing reading material or in locating information.
- Facilitate the monthly "Mondays are Murder" and Thursday Book Clubs twice a month.
- Attend Library System Users Group meetings and continuing education sessions as assigned.
- Work a flexible schedule including Saturdays, Sundays and evenings.
- Other duties as assigned

Requirements, Knowledge & Abilities:

Requirements - Undergraduate degree or higher, MLIS preferred

At least 5 years library experience, supervisory experience preferred

Knowledge - General practices and procedures, library classification systems and automated circulation systems, Microsoft Office software and computer equipment. Also, must understand emerging technology, faxes, copiers and can perform basic troubleshooting.

Ability - Be courteous and tactful with the public, communicate effectively verbally and in writing, establish and maintain working relationships with patrons, employees, and the public, implement policy and procedure, exercise initiative and judgement in completing tasks, and maintain confidentiality. Ability to stand for long periods of time, lift and move up to 25 pounds, and move books and materials from lower and higher shelves. Provide attention to detail despite interruptions, set priorities, meet deadlines and delegate work effectively.

How to apply:

Send resume and cover letter to Amy Moskovitz, Library Director, at ladirector@delcolibraries.org

This position is open until filled, but preference will be given to applications received by 11/10/17