ASSISTANT CIRCULATION MANAGER - FULL TIME
DATE LISTED: March 19, 2024
CLASS TITLE / JOB TITLE: LIBRARY ASSOCIATE I / Assistant Circulation Manager
LIBRARY: Wilkes County Public Library
CITY: North Wilkesboro, NC
STARTING SALARY/HOURS: $ 14.61 per hour / 40 hours per week

STATEMENT OF DUTIES AND RESPONSIBILITIES
An employee in this position assists the Circulation Manager in the administration, operation, and development of the library’s Circulation Department. Duties involve all circulation functions, including training of Circulation Department staff and supervising shakers.

EXAMPLES OF WORK
1. Checks materials in and out
2. Registers new patrons, renews cards, and updates account information
3. Trains and supervises one or more shers
4. Supervises circulation assistants in absence of Circulation Manager
5. Assists in the maintenance of the local patron and item database
6. Aids in the selection and processing of new materials
7. Responsible for cash reports and bank deposits
8. Assists with training of circulation assistants and volunteers
9. Assists the public in using the online catalog and self-check
10. Performs ready reference and readers’ advisory as needed
11. Repairs of books
12. Evaluates & bills damaged items
13. Occasionally acts as manager on duty and may open and close the building

KNOWLEDGE, SKILLS AND ABILITIES
Ability to deal tactfully, courteously, and effectively with the public and other employees
Thorough knowledge of the ARL database and Evergreen system
Ability to use a computer
Ability to train others Working knowledge of reference source materials
Ability to run basic reports on Evergreen

EXPERIENCE, EDUCATION, AND TRAINING
Completion of at least two (2) years of college and three (3) years of public library experience.

Return a Cover Letter and Resume via email to:
Daphne Simmons
DSimmons@arlibrary.org

CLOSING DATE: This position is open until filled.