

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
CIRCULATION SPECIALIST	NON-EXEMPT
Division	Pay Grade
CIRCULATION & BRANCH SERVICES	26

JOB SUMMARY

The primary responsibility of the individual in this position is to serve the general public in satisfying their informational and reading needs, both as walk-in patrons and on the telephone. The Circulation Specialist fulfills all duties of the Circulation Assistant position. Additionally, this position works under the direction and in collaboration with Circulation & Branch Services leadership to ensure smooth day-to-day operations of the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Performs all duties of the Circulation Assistant position.
4. Under the direction of and in collaboration with the Circulation & Branch Services Manager and Assistant Manager:
 - a. Trains new employees on public service desks, including substitute employees.
 - b. Organizes scheduling, ongoing training, and updates for substitute employees.
 - c. Trains employees on and oversees regular, shared circulation tasks, including monitoring meeting room bookings, patron billing, daily patron notifications, and troubleshoots issues arising from these tasks.
 - d. Monitors and updates Circulation Services procedures for employees. Provides ideas and solutions to solve issues and improve service to patrons.
5. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- High School graduate; and
- 5 years of directly relevant experience; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with a variety of software programs related to library operations, including word processing, scheduling/calendaring/email, and integrated library systems.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Accurate numerical and alphabetical filing skills.
- Ability to enter data into computerized databases, spreadsheets or documents.
- Proficiency in applying good customer service skills.

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REPORTING RELATIONSHIPS

Reports to: Circulation & Branch Services Manager

Supervises: None

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and/or stacks of materials from one location to another.

LATEST REVISED DATE 07/2024