



## Job Classification Description

### **CIRCULATION COORDINATOR VSCSF BARGAINING UNIT**

**Grade 10**

#### **BASIC FUNCTION**

To coordinate and carry out circulation of library materials

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate operations and workflow at the circulation desk. Schedule the staffing of the desk. Train regular library staff and student assistants in circulation procedures. Check items in and out, and respond to patron queries regarding the status of their accounts. Administer course reserves each semester. Organize the hiring, training, and supervision of part-time student assistants in Access Services. Administer contracts, pay period schedules, and timesheets of Student Assistants in Access Services.
- Enter, update, and maintain patron records in the library management database. Coordinate the maintenance and updating of the patron database. Maintain circulation policies within the library's integrated management system, including patron types, locations and calendar settings.
- Oversee overdue notices and billing for lost items. Enter billing information into the college's accounting management system. Coordinate end-of-semester student billing of delinquent library materials with the college business office. Ensure timely notification of overdue or billing status. Work with patrons to ensure return of materials.
- Coordinate stacks maintenance, including maintenance of shelf order and shifting of collections to accommodate acquisitions and de-selection. Train and organize other staff and student assistants to support such activities.

#### **SUPERVISION RECEIVED**

Minimal supervision is received from the Library Director.

#### **SUPERVISION EXERCISED**

Supervision of part-time student assistants

#### **MINIMUM QUALIFICATIONS**

Bachelors degree plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Excellent overall understanding of college library organization and systems, with a broad base of technical knowledge and

skills related to the position. Relevant training/ experience in use of computerized library information systems.

- Ability to deal effectively with library patrons.
- Strong reading, writing, math, and analytical/problem-solving skills.
- Good basic administrative, organizational and supervisory skills.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**