

Job Description

Title: Assistant – Circulation	Salary Band: B21
CBA Position: KCSS	Band Range: \$31,677 – \$44,348
Department: Library Services	FY14 Budget:
Reporting Manager: Dir., Library Services	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Provide Circulation Desk coverage and coordinate book processing, circulation and re-shelving functions, as well as coordinate the activities part time or student workers. Manage the Course Reserves collection, oversee stack maintenance.

Supervisory Responsibilities: None, but may coordinate the activities of part time or student workers.

Minimum Qualifications/Basic Job Requirements:

- Associate's Degree
- 1-3 years' experience in a general office setting

Illustrative Examples of Essential Functions:

- Coordinate the day to day operations of the circulation desk, including: documenting current procedures; training and coordinating work activity of staff and student workers in circulation functions, consortium obligations, general routines, phone etiquette; and coordinate the coverage of the circulation desk to ensure adequate staffing at all times.
- Responsible for timely, proper, shelving of print materials, routine shelf reading & maintenance, proper order and positive appearance of print collection.
- Manage the Course Reserves system
- Process fines, fees, and other monetary collection duties.
- Provide reports, statistics and other documents relating to circulation activity and holdings.
- Assist in providing controls to ensure no loss of inventory.
- Provide support to library users in the use of library resources and technology.
- Assist the Circulation Desk and perform, as necessary, reception duties, to receive guests, answer phones, receive or respond to correspondence as necessary.
- Assist with the production of College photo ID cards.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Have knowledge, with a strong emphasis in research processes and problem solving techniques
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills

- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014