

# Job Posting

Position	Department	Reports to
Circulation Manager	Library	Director of Library Services

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

## Scope of Responsibilities:

This position oversees the day-to-day operations of the circulation desk; supervises student desk employees; orders, receives and budgets for materials using the OCLC WMS acquisitions module; provides college students, faculty, staff, and the general public access to and use of library information resources in a variety of formats; assists in locating materials and provides policy, general operating information, and other assistance; and performs para-professional work requiring general knowledge and the basic application and use of concepts, theories, and terminology of library science and operations.

## General Responsibilities:

### A. Administrative Responsibilities:

1. Plan, coordinate, and manage the overall operation of the Circulation Department including circulation, stacks maintenance, reserve, and circulating technology maintenance, document delivery, and interlibrary loan. (Library is open 86 hours/ week during academic year).
2. Provide support for public workstations by investigating computer hardware and software problems of end users.
3. Identify and correct public printing problems (B&W, Color, Poster, &3D).
4. Instruct patrons in the use of media and equipment.
5. Maintain the library's electronic devices that are available for circulation (Kindle, tablets, cameras, tablets, etc.)
6. Photograph and create ID cards for students, faculty, and staff. Communicate with Sodexo about ID changes and business office in billing student accounts and depositing fees.
7. Management, training and basic maintenance of 3D printing lab, including the training of student staff.
8. Register community and alumni library users for guest services using the WMS Patron module.
9. Bill patrons for lost books and fines; coordinate with business office charges holds on student accounts, manage overdue and fine notices.
10. Handle cash receipts, student charges, and prepare deposits for business office.
11. Answer inquiries of non-professional nature, and refer persons requiring professional assistance to librarian. Provide basic research assistance when librarians are unavailable.
12. Create and maintain order records in the WMS Acquisitions module.
13. Place orders with vendors by phone, email, online, mail and fax.
14. Record encumbrances and expenditures in the WMS Acquisitions module and other budget software.
15. Track arrival of materials, receive and pay invoices.
16. Claim materials not received.
17. Perform Copy cataloging in OCLC's WMS for materials.
18. Reconcile Library's credit card (Elan) accounts on a monthly basis
19. Maintain new book displays and library learning center signage.
20. Identify damaged materials and coordinate preservation and bindery activities.
21. Manage library donations.
22. Maintain records of supplies and materials for the library and learning Center (office, library, book repairs, and archives).
23. Serve as a backup person for Circulation desk, Interlibrary loan, PALShare, and SRCS services.
24. Oversee the library facilities and report problems, issues and repair needs to campus PhysPlant.
25. Serve as a member of the Library-Learning Center team and represent circulation services in collaborative development of library-learning center policies and strategic plans including setting and implementing short-term and long-term operational goals and objectives.

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26. Maintain a procedure manual for this position.
27. Attend training and enrichment programs.
28. Perform other duties as necessary to contribute to the overall running of the library-learning center.

## **B. Supervision:**

1. Supervise student employees serving in library services (circulation, shelving, book repair, and reference assistance - approximately 15 students) to include interviewing, hiring, training, planning, scheduling, assigning and directing work, coaching, appraising performance, rewarding and disciplining student employees, addressing complaints, and resolving problems.
2. Oversee sorting and routing of incoming mail.
3. Oversee book and archival repairs and mending.
4. Oversee book processing of new books.
5. Oversee periodicals check in.
6. Coordinate, with other library-learning center colleagues, project management of student assistants.
7. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
8. Approve student employee timecards using campus system.

## **Qualifications:**

### **Minimum:**

1. Two Years of college education
2. Must be able to lift packages up to 35 pounds in weight on a regular basis
3. Proficient in the use of MS Word, Excel, Google Docs & Sheets etc.
4. Demonstrate interpersonal communication skills and computer literacy.
5. Meticulous in all responsibilities.
6. Excellent oral and written skills
7. Strong Christian faith, commitment and volunteer service experience.

### **Preferred:**

1. Two to three years of previous work experience in a library setting.
2. Supervisory experience
3. Bachelor's degree
4. Possess general knowledge and understanding of OCLC's World Management System (WMS) and other online information systems.
5. Display knowledge and understanding of the Library of Congress Classification System

## **Status: Full Time; Non-Exempt**

**A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

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