**Comstock Township Library  
 Job Description**

**Job Title:** Public Services Librarian **Department:** Circulation **Reports to:** Director  
**Prepared date**: August 5, 2017

**Summary:** As Head of Circulation this individual is responsible for overseeing the entire circulation activity, including supervision and training of circulation staff, working with patrons to resolve circulation and fine issues, assisting patrons in locating and obtaining materials.

**Essential Duties** include the following. Other duties may be assigned.

* Head of the Circulation Department of the library. This includes the supervision and periodic review of part-time clerical staff and training of new staff.
* Responds to patron concerns regarding overdue notices, late fees, claims returned items, collection notices and follows up with appropriate documentation and disposition.
* Computer Network Liaison with MEL, TLC and Point and Pay.
* Coordinator of the library’s interlibrary loan program, including the updating of policies and procedures.
* Participates in collection maintenance and development.
* Works at the Reference Desk on a regular basis and fills in as needed, covers the Youth Desk as needed. Participates in library special programs as required or as needed.
* Assists with the cataloging of new library materials.
* Investigates technologies, procedures, and practices that will improve services to library patrons.
* Responsible for the appearance and order of the adult collection and various displays.
* Covers the circulation desk as needed.
* Oversees the book sale room.
* Reconciles and verifies cash register receipts to reports and employee cash drawers, keep records of transactions for monthly reports and audit.
* Prepares monthly and yearly income receipt reports, statistical and circulation reports.
* Operates as part of the management team, serving on committees and acting as Librarian in Charge in the absence of the Director.
* Regular and punctual attendance

**Supervisory Responsibilities:** Directly supervises the part-time clerical staff, acts as Librarian in Charge in the absence of the Director.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of library reference and cataloging methods, knowledge of bibliographic sources of information, decision making ability, ability to maintain accurate and appropriate records and reports, ability to supervise and relate effectively with staff and patrons. Familiarity with TLC a plus.

**Personal Attributes:** Ability to deal with associates and the public in a courteous manner, ability to make decisions other than routine in order to meet controlling conditions, neat personal appearance, emotionally stable, pleasing manner, honesty and integrity.

**Education and/or Experience**

Master’s Degree in Library Science (M.L.S.)  
2-3 years of Library experience  
Supervisory experience desirable

**Certificates, Licenses, Registrations:** Master’s of Library Science

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear conversations in person and on the phone. The employee is frequently required to stand, walk, bend, kneel, crawl, reach, climb, balance and sit. The employee must regularly lift and/or move up to 10 pounds and push a loaded book truck. Specific vision abilities required by this job include close vision and the ability to read a computer screen. Requirements include the ability to operate a keyboard and typical office equipment at efficient speed, including computer hardware.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually within normal workplace standards, the facility is non-smoking. Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time.

**Language Skills:** The ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to groups, customers, employees.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of the Circulation Database software, Internet software, Baker & Taylor Order processing systems, Word and Excel programs.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that compromise this position.*