

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services
Division of Libraries
Classified, GRADE 9
35 Hour Week

LIBRARY CIRCULATION SUPERVISOR

GENERAL STATEMENT OF DUTIES: Assists in the administration and operation of computerized library systems and materials circulation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for using technical library science and administrative knowledge to direct materials circulation and the overall operations of the library technology systems.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires balancing, climbing, standing, stooping, walking, pulling, pushing, reaching, kneeling, lifting, fingering, grasping, handling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Assist patrons and troubleshoot problems with computers and Internet;
Assist in coordination of community outreach programs;
Recommend books and materials for library and bookmobile;
Prepare monthly statistics for the public computer usage;
Prepare statistical reports for library services usage;
Catalog and processes library materials as directed;
Keep current on latest library automated technology;
Conduct periodic maintenance on library computer system;
Respond to questions from patrons concerning Internet connectivity;
Prepare work schedules for library circulation desk staff;
Supervise and assign duties to library circulation desk and bookmobile staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of library procedures, practices, and services with two years experience in library or similar work activity;

thorough knowledge of library technology and automation; ability to communicate effectively, both orally and in writing; good judgment; working knowledge of personal computers and pertinent library applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in library science (MLS desired) or graduation from high school or G.E.D. and five years experience in a library environment; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicles operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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