Position Title: **Circulation Services Librarian – LIB1**  
Department: **Circulation Services**  
Reports To: **Head of Circulation Services**

**GENERAL SUMMARY:**
Under direction of department head, responsible for assisting patrons and performing tasks of a clerical nature, both manually and using the Library’s integrated library system (ILS) and cash management system. Accountable for supporting and implementing the mission, goals, objectives, and policies of the Library.

**ESSENTIAL JOB FUNCTIONS:**
- Promote and support the mission/goals/objectives of the Library; abide by all laws governing libraries; implement and interpret all Derry Public Library policies and procedures.
- Adhere to the DPL Employee Code of Conduct.
- Exhibit a commitment to customer service and possess excellent interpersonal skills, including the ability to manage patron behavior with kindness and discretion.
- Answer patron account, library logistics and directional questions, and direct more complex inquiries to appropriate staff members.
- Assist with processing and handling of interlibrary loans.
- Verify accuracy and manage distribution of overdue and fine notifications.
- Assist Department head with recruitment and training of library assistants and pages.
- Open and close circulation services area, including logging in and out of computers.
- Operate technology at and around the circulation desk including computers, printers and copiers; instruct patrons in using the public copier and self-checkout station.
- Work with public relations staff to publicize circulation services.
- Assist with building security, cleanliness, and patron/staff safety.

**OTHER JOB FUNCTIONS AS ASSIGNED:**
- Supervise organization and maintenance of department as assigned.
- Participate in space planning for Library.
- Assist in evaluating technology needs for department.
- Function as person-in-charge if the department head and senior staff are not in the building.

**OTHER DUTIES AND RESPONSIBILITIES:**
- Actively seek out and participate in job-related training.
- Provide input to develop, expand, and maintain the library’s online presence.
- Assist in maintenance of a current procedures manual and other ready reference binders.
- Perform other duties as required.
SKILLS/EXPERIENCE/TRAINING REQUIRED:
• Knowledge of current public library circulation practices.
• Knowledge of computer programs and applications in use at the Library.
• Ability to effectively communicate verbally and in writing.
• Ability to project a positive public image and maintain effective working relationships with co-workers, town officials, community groups, and other libraries.

SUPERVISORY RESPONSIBILITY:
This job serves as department supervisor when the department head is absent. Serves as senior staff-in-charge if department head, director and senior staff are absent.

WORKING CONDITIONS/PHYSICAL DEMANDS:
• Normal office environment, not subject to extremes in temperature, noise, odors, etc.
• Regular interruptions to assist and communicate with patrons.
• May spend extended periods at terminal or on telephone requiring eye-hand coordination and finger dexterity for typing or note taking.
• Regularly required to walk, stand, bend, reach and lift books and materials, reading and listening for comprehension.

External and internal applicants with disabilities, as well as position incumbents who develop a disability as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management on a case by case basis.