

- Turn on lights, unlock doors, turn on computers and copier/printers, empty book drop, check in returned books, set up change box/drawer, and log into the automation system.
- When needed, perform all closing duties:
 - Count and balance money box/drawer, lock money away, turn off computers, turn off lights, set air/heat, and lock doors.
- Supervise the duties of the Circulation Supervisor:
 - Reservation of the meeting rooms; contacting patrons to inform them about books they have reserved; cataloging magazines; regularly discarding old magazines; and keeping ongoing statistical counts on patron usage, reference questions, program attendance, and meeting room use. When directed, supervise surveys of patrons.
- Know and uphold SMRL policies and procedures.
- Perform any other tasks that may be assigned by the Director as needed for the operation of the library and assistance to patrons and staff.

Qualifications

Education and Experience

- Minimum of high school diploma, Bachelor's degree in any applicable field of study preferred.
- 3 years equivalent work experience, including supervisory experience, in the library field.
- Any combination of education, training and experience which provides the required knowledge and abilities.

Skills

- Ability to use computerized databases and related software.
- Ability to perform shelving and shelf-reading duties.
- Ability to keep confidential records.
- Ability to deal tactfully and courteously with the public, and with library staff and volunteers.
- General computer and keyboarding skills.
- Ability to relate to a variety of people
- Ability to adapt to difficult situations.
- Ability to respond in an effective manner to the concerns of library patrons.
- Ability to organize work for efficient use of time.
- Ability to keep records accurately.
- Ability to understand and interpret library policies, procedures, and rules.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, crouching, standing, reaching, hearing, pushing, walking, balancing, lifting, talking, typing, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the staff and public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.