



Laredo Community College

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POSITION JOB DESCRIPTION

POSITION TITLE: Circulation Clerk II

DEPARTMENT: Zaffirini Library

PERSONNEL GROUP: Classified

POSITION GRADE: 14

POSITION STEP:

EMPLOYEE NAME:

POSITION REPORTS TO: South Campus Librarian, Library Director

REVISION APPROVED BY: Thomas LaFleur, Yearly/Zaffirini Libraries Director
(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: 07/11/2007

EDUCATIONAL REQUIREMENTS: High school diploma or equivalent; clerical training preferred.

BASIC FUNCTION AND RESPONSIBILITY: Responsible for the circulation of all library materials and equipment in accordance with the Circulation Policy and Procedures of the Yearly and Zaffirini libraries.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Reports to the South Campus Librarian at the Zaffirini Library of the LCC South Campus.
2. Performs duties related to opening and closing of the library.
3. Collects monies due at the Circulation Desk.
4. Charges and discharges materials and equipment, maintains accurate records of circulation transactions and library use, and assists in the compilation of statistics.
5. Collects books returned to the library at the Circulation Desk and other books that have been used in the library, sensitizes and sorts them for reshelving.
6. Answers directional questions asked by library users and advises users of library policies and regulations.
7. Assists in maintaining the order of the collection and the public service areas of the library, including shelving.
8. Maintains current directional signs and range finders.
9. Assists in setting up and maintaining the Reserve Collection and the Periodicals Collection.
10. Assists with search and withdrawal procedures.
11. Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.
12. Performs other duties as assigned by the South Campus Librarian or Library Director.

EXPERIENCE: Office, library, computer experience highly desirable. Specific training required on the job; may be asked to instruct other employees.

SKILLS, KNOWLEDGE, ABILITIES: Proficient in word processing MS Word, EXCEL spreadsheet; office machines; and main frame applications.

Must perform all tasks according to specified standards of accuracy. Basic use of office calculator and photocopier machine. Ability to master and work in detail with the Library of Congress Classification System.

Must work evenings and weekend hours when the schedule requires it. Indoors; usual office conditions. Intermittent sitting, standing, walking, and pushing a book truck with books. Primarily has contacts with library users, as well as with other library staff, faculty, and other college departments.

LICENSES/CERTIFICATES: - - - - -

PHYSICAL REQUIREMENTS: Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds.

WORKING CONDITIONS: Inside Work-in a well lighted and air conditioned area most of the time.

SPECIAL CONDITIONS: Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.