

Job Description – Circulation Librarian

Job Title: Circulation Librarian

FLSA Status: Non-Exempt (hourly) — eligible for overtime/compensatory time in accordance with the Fair Labor Standards Act and the SOCPLS Personnel Policy Manual.

Employment Status: Full-Time

Supervisor: Executive Director, Deputy Director

Direct Reports: None

Job Summary

This full-time position serves as support staff assisting patrons and fellow staff; performs circulation of library materials using the library's computerized system, including check-in/check-out, maintenance of borrower records, holds, and fines/fees. Organizes and maintains the library collection and helps maintain a welcoming, organized facility. Performs other duties assigned by the Deputy Director or Executive Director.

Essential Duties and Responsibilities

- Greets the public and assists patrons in using the library's electronic and print resources.
- Creates and manages patron accounts.
- Checks materials in and out using the library's computerized system.
- Receives and shelves incoming materials; prepares outgoing materials, including interlibrary loan and hold pickups.
- Collects and records fines and fees for library services.
- Ensures adequate supplies of circulation-area materials.
- Collects statistical data; maintains a welcoming, safe physical atmosphere.
- Performs light maintenance or housekeeping tasks as necessary.
- Demonstrates a clear understanding of library policies; exercises judgment in non-routine situations.
- Assists with or performs library programs when assigned.

Core Competencies

Work Ethic: Productive, diligent, punctual, and efficient; abides by policies and pursues professional development.

Service Orientation: Understands and responds to patron needs professionally.

Communication: Answers questions and conveys information clearly to the public and coworkers.

Self-Management: Manages time and multiple priorities effectively; works well independently and as part of a team.

Customer Relations: Applies the library's mission to every patron interaction; projects a positive image.

Library Technology: Proficient with the library catalog, circulation system, online databases, and standard office equipment.

Professional Maturity: Manages conflict; refers issues appropriately; maintains confidentiality of patron and library records.

Minimum Qualifications

- Bachelor's degree (or equivalent work experience) required
- Comfort with public-facing customer service, basic computer applications, and cash handling.

Working Conditions

Evening and occasional Saturday work is required as part of the regular schedule. This position involves continual, direct contact with the public and may require working alone in a branch for extended periods. The employee must be able to work effectively with patrons of all ages, from young children to senior citizens, and must exercise sound judgment in non-routine or potentially sensitive situations. Duties may occasionally involve exposure to dust or to areas where climate control is not consistently available.

Physical Demands

This position regularly locates and retrieves library materials of varying size and weight throughout the facility; occasionally positions self to access materials on high or low shelving, including use of a step stool; frequently operates a computer and standard office equipment requiring repetitive hand and arm motion; occasionally moves or transports materials, equipment, or furniture weighing up to 45 lbs., and pushes or pulls loaded book carts or dollies weighing up to 100 lbs.; remains in a stationary position (sitting or standing) for extended periods; must be able to detect and read text on computer screens and printed materials; must be able to communicate effectively, in person and by phone, with the public and coworkers. Reasonable accommodation will be made in accordance with the ADA for individuals who can perform the essential functions of the position with or without accommodation.

Equal Employment Opportunity

The Starkville-Oktibbeha County Public Library System (SOCPLS) is an equal opportunity employer. SOCPLS does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, genetic information, or any other characteristic protected by federal, state, or local law. SOCPLS complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodation to qualified individuals with disabilities, and with the Pregnant Workers Fairness Act (PWFA), consistent with the Library's Personnel Policy Manual. Requests for accommodation should be directed to the Executive Director.

Disclaimer

This job description is not intended to be an all-inclusive list of the duties, responsibilities, knowledge, skills, and abilities associated with this position. Rather, it describes the general nature and level of work performed. SOCPLS reserves the right to revise this job description at any time, and this document does not create an employment contract, implied or otherwise, and does not alter the at-will nature of employment except as provided by applicable law and the SOCPLS Personnel Policy Manual.