



Boothbay Harbor Memorial Library

4 Oak Street | Boothbay Harbor, ME | 04538 | 207-633-3112 | bbhlibrary.org

PT Circulation Coordinator (20 hours/week)

POSITION DESCRIPTION

The Circulation Coordinator works with volunteers and staff to facilitate the use of the Library and create a warm and inviting environment. This position manages the processing of the statewide delivery and the daily operations of the Circulation Desk under the supervision of the Executive Director. Duties include, but are not limited to:

- Routine library circulation including:
 - opening and closing tasks,
 - daily statistics,
 - checking materials and equipment in and out,
 - running overdue and bills reports,
 - processing lost item bills to and from other libraries,
 - processing Minerva deliveries,
 - keeping stacks neat & orderly,
 - troubleshooting patron accounts and issues.
- Monitor, read, and respond to all circulation emails regarding overdues, renewals, bills, and patron account maintenance.
- Troubleshoots library equipment as needed (e.g. public computers, printers, photocopiers).
- Processes and fulfills Maine State Library inter-state loan requests.
- Acquaints users with Library policies and services and the enforcement of Library policies as necessary.
- Attends monthly Minerva Circulation Roundtable meetings and keeps the library up to date with the consortium practices and standards.
- Other duties as assigned.

GENERAL REQUIREMENTS

- Excellent computer skills, including Google Workspace, Microsoft Office, etc. MAC and PC, and willingness to learn.
- Attention to detail, accuracy, and ability to manage multiple clerical tasks is a must.
- People skills, ability to work with people of all ages from diverse backgrounds.
- Excellent oral and written communication skills.
- Ability to take Initiative, follow through, and be accountable.
- High school diploma (or equivalent) accepted, Bachelor's Degree preferred.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk and hear, read, write, and use hands and fingers to operate a standard computer keyboard.
- The employee must have the physical strength and dexterity to handle items and boxes up to 50 pounds in weight, to transport loaded book carts, and to reach items on high and low shelves.
- Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.
- Use of a computer monitor is extensive throughout the working day.

HOURS & COMPENSATION

This is a year-round, 20 hour/week position. Tuesday - Friday 9:00 am-2:00 pm or Tuesday - Thursday 9:00 am - 4:30 pm; occasional Saturday availability. Flexibility is needed as additional hours might occasionally be requested to cover vacation or sick time. The Circulation Coordinator reports directly to the Executive Director. Starting wage \$17 - \$19/hour, depending on experience.

1/11/2022