GORDON COLLEGE

Position Description

Title: Evening Circulation/Reserve Desk Attendant

**Function:** Under the supervision of the Public Services Librarian, circulates and controls reserve, general and special learning resources, to assure availability and timely circulation of library materials during evening hours.

**Description of Duties and Tasks:**

**Essential Responsibilities:**

1. Helps prepare materials for circulation.
2. Responsible for the oversight of the library in the absence of professional staff.
3. Inputs and maintains an automated patron database.
4. Helps with the processing of overdue notices; records, notifies, fines and collects fines for overdue materials; refers delinquent borrowers and uncollectible fines to the Public Services Librarian.
5. Secondary supervision and training of student workers under the Public Services Librarian.
6. Circulates, receives back and re-shelves all reserve materials.
7. Circulates, receives back and prepares for re-shelving all general and special circulation resources.
8. Responds to “Pull List” for Interlibrary Loans.
9. Performs closing procedures when working.
10. Advises Public Services Librarian on policy and procedural matters related to reserves and circulation.
11. Re-shelves books in stacks as necessary or requested.
12. Gives assistance and attention to the copier/printers.
Additional Responsibilities:

1. Performs such additional duties as may be assigned.

**Required Knowledge, Skills and Abilities**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. 1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Comfortable working with automated systems.

3. Willing and able to learn library procedures and applications.

4. Interpersonal communication skills necessary to deal with and assist library patrons in a constructive manner.

5. Detail oriented.

Position Code:  LIB-DESK-1
Grade:  2
FLSA Status:  Non-exempt