Title: Library Evening Circulation Attendant

Function: Reporting to the Director of Library Services, contributes to the welcoming environment in the Jenks Library, manages the Library Circulation Desk, assists the student closer with library closing procedures.

Description of Duties and Tasks:

Essential Responsibilities:

- Provides direct public service that establishes a welcoming and safe environment for all patrons to study and research; and represents the library, being the first public face of Jenks Library and primary contact during the evening hours.
- Maintains, creates, and assesses Circulation Desk solutions to ensure continued smooth operations of essential library services.
- Is the final presence in the library building by performing with closing responsibilities until the job is completed.
- Contributes to the welcoming environment of Jenks Library by being punctual and reliable with all evening shifts.
- Possess self-motivation and ability to self-direct in assigned projects and tasks.

1. Circulation
   a. Provides direct public service at the Circulation Desk, including the circulation of materials, policy explanation, complaint resolution, problem solving, patron registration, and fine collections.
   b. Monitors the condition of library materials for needed repairs or replacement.
   c. Enhance the library’s place as academic hub of learning on campus, by connecting patrons to the library’s after-hours services.
   d. Promotes the library as a key partner within the academic program in supporting the Student Learning Outcomes at Gordon College.

2. Building Maintenance & Organization
   a. Facilitates closing procedures for the library.
   b. Performs closing responsibilities including, but not limited to, handling last minute material check-outs and questions, shuts down computers, and shuts off all lights in the library (including stack levels, main levels, alumni reading room, ASC, etc.).
   c. Ensures all patrons have left the building and is the last person out.
3. **Additional Responsibilities**
   a. Assists other library personnel on library-wide projects.
   b. Demonstrates a willingness to serve and can-do attitude by performing 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. 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. Being the first public face of Jenks Library in the evening, provide a welcoming environment for individual and collaborative learning in support of the curriculum and mission of Gordon College.

3. Dependability – Consistently takes responsibility for completing work on time and follows through on commitments; acts with integrity and trustworthiness. Is consistently punctual.

4. Cooperation – Openly shares information, knowledge and expertise with co-workers and cooperates with other members to achieve the workgroup’s goals; puts the interest of the college/unit ahead of accomplishing individual goals.

5. Service Orientation – Understands the perspective and requirements of the patron, both internal and external; does what it takes to serve the patron to meet or exceed their expectations and anticipates future needs of the patron.

6. Adaptability - The ability and willingness to change work practices, priorities or procedures in response to changing conditions, multiple work demands, or after encountering difficulties.

7. Stress Tolerance - The ability to work productively and effectively in difficult situations or under stressful working conditions such as tight time frames, heavy workloads, or conflicting demands with composure and a professional demeanor.

8. Confidentiality - Understands and respects College and NOBLE policies and state and federal regulations concerning the restrictions of information disclosure.

9. Bachelor’s degree or equivalent experience.

10. Be well-organized, accurate, detail-oriented, and willing to learn.
11. General understanding of library setting and procedures with particular reference to circulation.

12. Ability to lift and carry books, ability to navigate stairs, and ability to be on feet for extended periods of times including while walking around the building.

13. Competency in operation of computer systems.

14. Possess excellent communication skills necessary to deal with and assist library patrons in a constructive manner that include but are not limited to, interpersonal, oral, and written communication; and phone and e-mail etiquette.

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