

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Library Secretary/Evening Circulation & Acquisitions Clerk | FLSA status: | Non-Exempt |
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| DEPARTMENT: | Library | REPORTS TO: | Director of Library Services |
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Position summary: Under direct supervision, this position is responsible for the evening and weekend circulation desk duties. General secretary to the Director of Library Services and professional librarians. Responsible for acquisitions processing duties.

Position responsibilities:

- Secretarial duties for the library staff.
- Covers circulation desk during all work hours.
- Answers the telephone for the library.
- Assists students, faculty, staff, and library patrons.
- Enters and maintains purchase orders and payment requests into the system.
- Orders and receives library materials.
- Responsible for overdue notices and reports.
- Assists on opening procedures on Sundays and evening closings.
- Assists student workers.
- Retrieves newspapers from outside drop box on Sunday and checks them in.
- Updates and maintains the board minutes files.
- Assists patrons on locating microfilm issues and the use of reader/printer machines.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- At least 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred; computer certification preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.