

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Library Day Circulation Clerk/Secretary	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 day circulation desk duties.

Position responsibilities:

- Covers circulation desk during all work hours.
- Handles the secretarial duties for the library staff.
- Maintains library statistics.
- Creates brochures and flyers for library marketing/programs.
- Trains student workers for various assigned library tasks.
- Assist library patrons in locating and retrieving materials.
- Assists patrons on retrieving articles on microfilms and the use of the reader/printers.
- Keeps track and orders library supplies.
- Checks in journals and magazines in the system and display items and pull old issues for archival.
- Sorts and distributes library mail.
- Sends and receives Texpress Courier packages.
- Assists with library inventory.
- Creates library displays.
- Serves as back-up for DPS requests and for other evening circulation duties.
- Assist on opening procedures.
- 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.