

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Circulation Coordinator**

Dept.: **Public Services**

Job Code Number: **10261**

Reports to: **Associate Director – Public Services** Grade Number: **19, Non-represented**

Effective Date: **January 2003**

FLSA Status: **Exempt**

General Position Summary

To plan, organize, implement and interpret circulation and workroom policies and procedures on a system-wide basis; and to perform a variety of technical tasks related to assigned function.

Essential Duties/Major Responsibilities: Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develop, plan and implement goals and objectives for system-wide circulation services
2. Recommend, implement and administer policies and procedures.
3. Analyze and resolve policy and procedural problems; advise staff, the public and other parties concerned on policies, rules and regulations; investigate complaints and recommend or institute corrective action.
4. Direct and oversee the development of system-wide circulation work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
5. Review and analyze current information regarding Library circulation services; prepare and revise policies and procedures; conduct studies; compile and analyze information and prepare oral and written reports on findings.
6. Serve as liaison between the managers, staff, the public and other agencies; coordinate projects that affect circulation services system-wide; e.g. Information Technology Systems on troubleshooting, enhancements and problem resolution; participate in/ lead system-wide committees, e.g. Circulation, Operation Backroom; serve as administrative liaison to the Lead Library Assistants (e.g. Reference Coordinator to Reference Librarians, CYAS Coordinator to Children's and YA Librarians).
7. Insure consistency and efficiency of workroom circulation functions;
8. Coordinate system-wide circulation training with Staff Development.
9. Perform related duties as assigned.

Secondary Duties:

1. Serves as a member of various committees, as assigned or required.
2. Provides backup to other related positions as needed.
3. Makes presentations to staff and decision-making groups, as assigned or required.

4. Prepares rooms for training programs.
5. Performs other related duties as assigned.

Communication:

Contacts are normally made with others both with KCLS employees and customer, vendors, including collection agency. Contacts are frequently made on own initiative. Incumbent has a requirement to interact with customers regularly and communications occasionally contain confidential/sensitive information necessitating discretion

Initiative:

The incumbent operates from established and well-known procedures with responsibility for developing and recommending system-wide policies and procedures. Position is responsible for problem solving across the organization and as such designs new services or concepts. The job has a high degree of complexity requiring the knowledge and ability to interact with multiple KCLS departments as well as all the community libraries. Incumbent operates independently with minimal supervision. The nature of the work is frequently new and varied requiring decisions be made within general organizational policy constraints and guidelines.

Accountability:

A high degree of work flexibility is needed given frequent interruptions and changing priorities. Position is responsible for planning as part of a group requiring refined planning and goal-setting skills. Some strategic planning is required for the circulation functions. Decisions made have a broad/far reaching impact across KCLS given the daily impact of the circulation function on the mission of the Library. An Associate Director occasionally monitors work.

Leadership:

Position is responsible for mentoring circulation functions such as library assistants and lead library assistant. Position role models and promotes organizational values within the circulation function and as a representative of KCLS to the public/patrons.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor of Arts degree from an accredited college. A Masters in Library Science degree from an ALA accredited college can off-set up to two years of library support experience
- Four years of increasingly responsible library support experience including circulation and overall library experience with some lead or project or management experience.

- Or other combination of education, experience and training that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

Necessary Knowledge, Ability and Skills:

Knowledge Required:

- Extensive knowledge of methods and practices of circulation services.
- Considerable knowledge of the principles, practices, and procedures of a large library system.
- Considerable knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Considerable knowledge of modern library procedures, methods, and computer equipment.
- Working knowledge of the principles and practices of supervision, training, and personnel management.

Abilities/Skills Required:

- Organize, direct and implement comprehensive library circulation services system.
- Perform administrative and supervisory work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the Library and outside agencies as related to circulation services.
- Oversee and implement complex staffing schedules.
- Interpret and apply Federal, state, and local policies, procedures, laws, and regulations.
- Collect, compile, and analyze information and data.
- Make sound decisions based on research and analysis.
- Develop, administer, and evaluate library support processes and procedures.
- Respond to requests and inquiries from employees and the public, including handling difficult or irate people.
- Communicate clearly and concisely, both orally and in writing.
- Work tactfully, respectfully, and courteously with those contacted in the course of work.
- Meet the public and represent KCLS in a professional manner.
- Use a personal computer with general business software and as part of the Library circulation process.
- Easily learn, adapt, and implement software changes.

**SPECIAL REQUIREMENTS**

Valid Washington driver's license

## PHYSICAL DEMANDS

The following physical activities/abilities are required in this job in the use of a variety of office and library equipment such as computer, telephone, laptop, and projector: Continuous standing, walking, talking, listening, and sitting. Requires keyboarding and the ability to feel, handle, and grasp. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

Work is performed in a normal office environment. Frequent sitting and extensive PC monitoring work is required. There may be some exposure to angry or hostile individuals. Travel within the service area is required.

CAREER PATH: (depending on education, experience & training)

Assistant Managing Librarian Series  
Managing Librarian Series  
Associate Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 1/03/03