



## **ASSISTANT TO THE HEAD OF CIRCULATION**

Upper Merion Township, located in King of Prussia, PA is looking for a highly motivated **Assistant to the Head of Circulation** who will report directly to the Head of Circulation, and will supervise the circulation staff in the absence of the Department Head. The successful candidate must be able to communicate effectively, manage detailed work accurately, possess strong interpersonal skills and ability to organize and prioritize assignments efficiently.

The **Assistant to the Head of Circulation** will be responsible for (including, but not limited to):

- Covers circulation desk as needed, and checks materials into library and out to patrons.
- Meets and greets the general public, and assists patrons with library policies and procedures; directs patrons to library departments.
- Assists patrons with Polaris catalog, placing holds, and renewing materials.
- Checks out library materials on the Polaris circulation system.
- Issues library cards as requested and approved.
- Reserves and renews library materials for patrons as requested.
- Reserves inter-library loans for patrons, and verifies information.
- Completes applications and forms to prepare inter-library loan orders.
- Maintains files as necessary.
- Determines due-dates of library materials, and collects overdue fines as necessary.
- Sends certified notices and/or notifies police collectors as needed.
- Documents receipts and files periodicals and newspapers.
- Processes new library card applications.
- Notifies patrons about long overdue items and damaged materials.
- Processes incoming and outgoing MCLINC interlibrary loan materials.
- Processes incoming and outgoing Access PA interlibrary loan materials.
- Attends trainings and meetings for Access PA interlibrary loan and MCLINC circulation users.
- Performs all other duties as assigned.

### **Minimum Qualifications:**

- Strong computer skills with working knowledge of MS Office programs
- Two years library experience preferred.
- High school diploma or equivalent required. College preferred.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: [rpfeiffer@umtownship.org](mailto:rpfeiffer@umtownship.org) no later than the **close of business on Friday, June 9, 2017**
- **When emailing an application please do not "zip" or compress files. Resumes submitted by email must be in either Microsoft Word (Windows only) or Adobe Acrobat PDF (Windows compatible). The entire message with attachments must not exceed 10 MB in size.**