

DATE LISTED: June 27, 2017

APPLY BY: July 10, 2017

TITLE: Assistant Circulation Manager

LIBRARY: Ashe County Public Library, part of the Appalachian Regional Library

CITY: West Jefferson

STARTING PAY: \$8.73 hr

QUALIFICATIONS: Graduation from high school, preferably supplemented by appropriate college courses.

DUTIES: An employee in this position assists the Circulation Manager in the administration, operation, and development of the library's Circulation Department. Duties involve all circulation functions, including training of Circulation Department staff.

EXAMPLES OF WORK: Charges and discharges materials. Registers new patrons. Exercises leadership toward circulation assistants. Assists in the maintenance of the local database. Aids in the selection and processing of new materials. Responsible for the daily cash report. Trains circulation assistants. Assists the public in using the online catalog. Supervises one or more shelvers. Performs ready reference and readers' advisory as needed. Trains the public in the use of other computer-related activities.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to deal tactfully, courteously, and effectively with the public and other employees. Thorough knowledge of the ARL database. Ability to use a computer. Ability to train others—staff and public. Working knowledge of reference source materials

TO APPLY: Send cover letter, resume, and references to: [hr@arlibrary.org](mailto:hr@arlibrary.org)