

Position: Senior Circulation Clerk

Department: Library

Reports to: Director of Library Services

Job Summary: On a full-time basis, performs necessary Library Circulation Desk services on behalf of the College with tact, fairness, firmness, and the ability to interpret a broad range of borrowing regulations for a wide variety of patrons, including students, faculty, staff, alumni and visitors.

Duties and Responsibilities:

- The oversight and performance of the day-to-day operations of the Library's Circulation Desk, including the checking in and out of library materials, maintaining circulation records and statistics, sending out notices to patrons with overdue materials, advising the Registrar of the identity of delinquent borrowers, tracking library holds, clearing patron records, and issuing receipts when appropriate.
- Maintains records for funds received for overdue and lost item fines.
- Arranges items on the closed-shelf reserve area in a manner that facilitates ease of access at all times.
- Maintains the Textbook Reserve and Professors' Reserve Collections.
- Completes basic cataloging of all Textbook Reserve and Professors' Reserve items using the Voyager system; takes requests from the College's faculty for items to be placed on reserve.
- Supervises iPad circulation including twice daily inventory, update and edit of patron records, security and basic system checks of all equipment.
- Supervises distribution of Interlibrary Loan items.
- Resolves fine disputes with professionalism and courtesy.
- Trains and supervises all student workers assigned to the Circulation Desk.
- Trains all the full-time, part-time and student employees who work at the Circulation Desk on how to use the Library's Voyager circulation system.
- Arranges for substitute staffing for the Circulation Desk as necessary.
- Alerts Library management to potential staffing and personnel problems.
- Sorts all incoming Library and Interlibrary Loan mail for distribution.
- Checks in and signs for all packages received by the Library.
- Performs other duties as assigned by the Director of Library Services.

Minimum Qualifications:

- Bachelor's degree.
- Knowledge of Ex Libris Voyager or any other Integrated Library Systems is a plus.
- Excellent supervisory, interpersonal, and communications skills, as well as the ability to work effectively in a collegial environment are essential.
- Flexibility in work hours is required to accommodate the Library's needs and changes in hours during the academic year, intersessions and summer sessions.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).