



**COALINGA-HURON LIBRARY DISTRICT**  
**Job Description**  
**HURON BRANCH SPECIALIST (1.0 FTE)**

**POSITION SUMMARY**

The Huron Branch Specialist is responsible for the diversified library work necessary for the smooth operation of the Branch Library. Duties include selection of materials. Responsible for overseeing entire circulation activity including issuing, return and recordkeeping procedures, performing administrative functions in coordination with the Director (e.g., personnel and facilities management, and compiling reports).

This position reports to the Director of Library Services.

**SALARY SCHEDULE:**

Specialist II.

**KNOWLEDGE, SKILL AND ABILITY**

Ability to perform standard library computer functions. Operate a variety of standard office and library machines. Ability to follow written and oral instructions, learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures

**WORKING CONDITIONS**

- A. Position requires possible attendance at meetings outside of the District.
- B. Requires working weekends and/or evenings
- C. Requires ability to use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 30 pounds, and may require constant standing.

**DUTIES AND RESPONSIBILITIES**

- ❖ At the direction of the Director, assigns job tasks to branch employees.
- ❖ Determines within general parameters which materials should be discarded or replaced.
- ❖ Instructs patrons in the use of computers available to the public.
- ❖ Answers reference questions in person and by telephone.
- ❖ Coordinates branch volunteers.
- ❖ Ensures all monies collected are tallied.
- ❖ Performs all circulation functions.
- ❖ Assists patrons in the selection, research and location of reading and reference materials.
- ❖ Assists with library tours and programs.
- ❖ Assists in organizing seasonal and special events, area organization, maintenance and decoration, and collection maintenance and repair.
- ❖ Processes library materials.
- ❖ Establish and maintain orderly conduct that is conducive to the use and enjoyment of all library patrons.
- ❖ Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

AA Degree preferred or two years related library experience.