

CIRCULATION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the performance of clerical tasks for the distribution of audio-visual teaching aides. These tasks require the exercise of independent judgement and a general understanding of department procedures and policies. The work is performed under general supervision. Direct supervision is exercised over clerical assistants. A Circulation Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives requests for audio-visual materials from component schools;
- Books audio-visual materials for distribution to component schools;
- Schedules the audio-visual materials for distribution;
- Consults with teachers requesting audio-visual materials to find substitutes when original requests cannot be honored;
- Writes changes on late orders when necessary;
- Maintains inventory records of location and use of all audio-visual materials;
- Writes orders for reproduction of some audio-visual materials;
- Assists in the preparation of all media catalogues;
- Keeps statistics on audio-visual circulation;
- Supervises assistants in distribution room.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office procedures for handling large volumes of requests; good knowledge of business arithmetic and English; ability to organize a large of work; ability to understand and carry out complex oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgement; neatness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/21/92