

Job Description

Title: Circulation Supervisor

Position Overview:

The Circulation Supervisor's primary responsibilities are to plan, organize and supervise the activities of the Circulation Department; responsible for all activities & function dealing with the circulation for materials related services; including: assisting, developing & implementing policies and procedures related to circulation, record keeping and revenue collections; develops procedures, recommends policies, establishes work priorities; Knowledge and experience working with computer software applications and online databases; employee supervision and management; selects, trains, schedule and evaluates circulation staff.

Primary Responsibilities and Duties:

- Responsible for the overall operation of the Circulation Department.
- Recommends goals and objectives for general library services as they pertain to the Circulation Department.
- Participates in development of operating policies and procedures; evaluates and recommends changes for the same.
- Trains, supervises, and evaluates all staff in the Circulation Department; participates in the personnel process to include recommendations to hire, fire, discipline, etc.
- Prepares and maintains schedules for all staff assigned to the Circulation Department.
- Oversees collection and maintenance of statistical data for the Circulation Department.
- Understands and is able to perform all jobs related to circulation services.
- Receives and resolves circulation-related patron problems, including overdue materials, and settles problems arising from late, damaged, or lost materials.
- Responsible for appearance and order of the collection housed in the lobby area.
- Provides patrons with general information on library services.
- Maintains community bulletin board and information alcove.

Additional Responsibilities:

- Prepares reports and provides annual budget recommendations to the Library Director.
- Coordinates, trains, schedules & manages community volunteers.
- Attends professional and community meetings and workshops as appropriate.
- Other duties as assigned.

Supervision Received:

Receives supervision from the Library Director.

Supervision Exercised:

Supervises all staff and volunteers with circulation service and tasks as assigned.

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Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library programs and services.
- Excellent interpersonal, communication and customer service skills.
- Excellent problem solving and time management skills.
- Ability to respond in an effective manner to the concerns of library patrons.
- Understands, interprets, and enforces library rules and regulations.
- Ability to represent the library at statewide meetings.
- Ability to work independently.

Minimum Qualifications:

A Bachelor's Degree is required, with a minimum of two years supervisory experience. Two years minimum experience working in a public library preferred. Administrative, supervisory, planning, and public library experience are highly desirable.

Physical Requirements:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching and pushing; may travel to other locations.

Accommodations:

- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.