



Job Title: Circulation Supervisor

Reports to: Assistant Director

Purpose: The Circulation Supervisor is fully responsible for the operation and staffing of the main circulation desk.

Duties & Responsibilities:

- Plans, organizes, schedules and manages the proper functioning of circulation on a daily basis.
- Understands and is able to perform all jobs related to circulation services, included but not limited to: charging, discharging, and renewing library materials; registering and re-registering patrons; receiving and processing reserves and system-wide hold requests; routing interlibrary loan requests; collecting and recording fines and fees; handling the people counters; and sending and receiving Deliver-It shipments
- Assists library patrons in the use of library services, facilities, and equipment and interprets library policies for patrons.
- Recommends, plans and implements Circulation services and necessary changes in those services to keep current with needs of the community.
- Develops staff and volunteer schedules in conjunction with Assistant Director; maintains staff calendar assuring appropriate staff coverage; approves staff vacation requests
- Constructs and maintains bi-weekly time sheets for payroll
- Supervises the work of and prioritizes the work for all staff and volunteers assigned to the department. Coordinates and provides training for staff and volunteers. As necessary, provides coaching and direction to staff.
- Plans work assignments for circulation services according to library schedule or standard routine, and verifies the assignments are carried out properly
- Assists in hiring, training, promoting, evaluation and retention of circulation staff
- Monitors the daily operation of the SIRSI online circulation system, and acts as liaison with other libraries in our consortium.
- Maintains daily/monthly circulation statistics and provides periodic reports of same
- Responsible for appearance and order of adult collection
- Oversees billing and collections operations and daily cash control
- Inventories and purchases supplies within approved budgeted expenditures.
- Maintains meeting room schedule for adult activities.

Knowledge and Skills:

- Utilizes and fosters communication skills that support the successful operation of all library initiatives.
- Maintains currency in library trends, particularly those dealing with Circulation Services. Actively seeks opportunities for further professional education and development
- In all relationships with staff and volunteers, emulates the team approach necessary to efficient operation of the Library.
- Maintains Adult space in a neat, orderly and inviting fashion. Recommends physical changes within the Adult space that would contribute to improvement of the overall function of the library.

Qualifications:

- Must have knowledge of libraries and library skills and highly developed administrative, supervisory and planning abilities.
- Computer skills are required.
- College with knowledge of library operations or LTA degree or equivalent is acceptable.
- Supervisory experience is preferred, though not required. The successful candidate must have proven ability to work in a fast-paced and versatile manner.
- Ability to work some evenings and weekends on a scheduled basis.

Compensation:

- This is a full time salaried position. Range is \$40,000 to 50,000 depending on experience.
- Full benefit package including defined contribution match, health insurance, and vacation.

