

CYRENIUS H. BOOTH LIBRARY – NEWTOWN, CT

JOB DESCRIPTION

Circulation Supervisor / Head of Circulation / Circulation Manager

POSITION SUMMARY:

Head of Circulation - Develops and coordinates all aspects of circulation and supervises staff. Evening(s) and Saturday(s) will be a regular part of the schedule.

QUALIFICATIONS:

- High-school diploma.
- LTA degree or other Associates degree preferred.

STATUS:

- Regular Full-Time (35+ hours/week) Salary
- Eligible for benefits.

SUPERVISION:

- Reports to Library Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Ensures the smooth operation of circulation services
- Provides patron service, including Reader's Advisory services
- Responsible for supervision, training, and evaluation of circulation clerks and pages
- Evaluates adult collection for quantity, balance, and comprehensiveness
- Weeds and purchases/selects materials as necessary
- Schedules staff and creates desk schedule
- Acts as circulation liaison between the library and ILS provider
- Evaluates and recommends policies relating to circulation
- Prepares statistical reports
- Tracks fines and copier fees
- Respond to patron queries of various kinds
- Assists Business Manager with financial checks and balances

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Works with all Department Heads for the provision of Circulation Services
- Interpret library policies for the public

- Develop goals and objectives for Department
- Maintain awareness of trending professional techniques, procedures and equipment
- Assist at other public desks as needed
- Other duties as assigned by the Director from time to time
- Plan, implement, publicize, execute and evaluate some Adult Services and programs, including book discussions, databases, and digital resources
- Work as needed with community agencies and organizations serving adults to provide services; may act as library representative to professional organizations and community groups
- Attend professional meetings, workshops and conferences; maintain membership in professional organizations and participates in their activities
- Participates in community outreach as needed
- Assist in preparation of aspects of budget

REQUIRED SKILLS/ABILITIES:

- Comprehensive knowledge of Evergreen ILS
- Strong oral and written communications skills
- Excellent customer service skills and the ability to interact professionally with the general public, town officials and employees
- Ability to understand and implement Library policies, procedures and rules
- Ability to represent the Library at professional meetings
- Ability to prepare reports
- Ability to work independently
- Knowledge of and ability to utilize effectively library systems and technologies in the performance of duties
- An understanding of current library objectives, principles and procedures of a public library
- Knowledge of alternate automated library systems and equipment helpful
- Excellent organizational skills.
- Ability to multitask and complete multiple projects on time and within budget.
- Have initiative, good judgment, accuracy and flexibility.
- Proficiency with current computer and web-based technology

EXPERIENCE AND EDUCATION

- Bachelor's Degree in Library or Information Science or related field
- A minimum of three years' responsible LTA experience in a professional librarian capacity including one (1) year in a supervisory capacity.

PYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision and the ability to adjust focus.