

TITLE: CIRCULATION SUPERVISOR  
REPORTS TO: LIBRARY DIRECTOR  
JOB CLASSIFICATION: EXEMPT  
LIBRARY: SPRING LAKE DISTRICT LIBRARY

#### NATURE OF WORK

This position is responsible for supervising, training, and organizing work for library clerks, circulation support staff, and library pages. The position also is responsible for coordinating circulation related duties with other library departments, coordinates, and assists with oversight of maintenance department.

#### EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks required of this position but not intended to be complete or exclusive of this position.

- Schedules clerks, circulation support, and pages, trains clerks in circulation system, circulation desk responsibilities, and other tasks, and conducts monthly staff meetings
- Supervises daily circulation tasks, e.g., patron registration, check-in duties, holds service, overdue notices, etc.
- Trains and oversees page supervisor and pages
- Organizes and assigns work for clerks, circulation support staff, and pages
- Approves payroll hours for clerks, circulation support, and pages
- Maintains circulation desk procedure manual
- Provides backup support for circulation desk and handles circulation desk duties when needed
- Develops and maintains extensive and current knowledge of circulation system
- Resolves patron problems and library material problems
- Handles materials billing and collection
- Handles e-mail notification
- Orders circulation-related supplies
- Handles Lakeland Library Cooperative reports and participates in Lakeland Library Cooperative meetings, as required
- Participates in off-site training as requested
- Acts as liaison between clerks and other departments
- Plays an active role in the Leadership Team, including attending weekly meetings
- Assists with creation of social media posts and library marketing materials, in conjunction with other staff
- Handles other duties as requested

#### REQUIRED SKILLS, EDUCATION AND TRAINING

- Associates Degree or higher
- Computer proficiency in office applications (Microsoft environment)
- Comfortable with technology and basic software/web applications
- Familiarity with social media
- Keyboarding skills
- Ability to communicate clearly and concisely both in oral and written form
- Must be a self-starter and able to manage multiple projects effectively to meet deadlines
- Communication skills necessary to deal courteously and cooperatively with the public and co-workers
- Must be available on weekdays, with occasional nights and weekends

#### STANDARD PHYSICAL REQUIREMENTS

- Operate a computer terminal
- Ability to see, lift, carry, push, reach, climb, bend, sit, and stoop when performing the duties of the position

#### PREFERRED KNOWLEDGE AND SKILLS

- Bachelor's degree from an accredited college or university
- Work experience in public libraries

#### WORKING ENVIRONMENT

- Climate-controlled building
- Library setting with work interruptions by patrons and staff

#### REPORTING RELATIONSHIP

- Reports to the Library Director. In the absence of the Library Director, reports to the Business Manager.