



TOLEDO
LUCAS COUNTY
PUBLIC
LIBRARY

Supervisor Circulation Services III

Location: West Toledo

Salary Range: \$49,141.00 - \$68,844.00

Status: Full-Time

Deadline: **October 5, 2023**

Review the summary of the job description below AND apply today at:

<https://www.toledolibrary.org/employment>

Position Summary

Under the direction of the Agency Manager, is responsible for the supervision and coordination of circulation related duties at the agency. Directly supervises, schedules, trains, evaluates and assists in the selection of support staff. Coordinates the daily activities of the clerical support staff and shelvers, and performs clerical duties as required. Serves as a member of the Agency's management team and as person-in-charge in the absence of the Agency Manager. Resolves patron and staff problems and concerns related to the circulation of library materials.

The incumbent will have strong leadership skills and demonstrate a commitment to the TLCPL's mission and values including being welcoming, innovative, objective, accountable, and collaborative.

Primary Responsibilities

1. Directly supervises clerical and shelving staff. Plans, assigns and performs duties associated with circulation including checking in new materials, discharging loan materials, accepting and computing fines, preparing receipts according to established guidelines, registering new borrowers, processing overdues and reserves, inter-library loans and branch loans and shelving library materials.
2. Participates in training and performance evaluations of clerical and shelving staff. Ensures that a high level of customer service is provided by agency staff through monitoring, coaching and leading by example.
3. Prepares reports as required, approves time cards and participates in preparation of staffing schedules.
4. Actively supports diversity, equity, and inclusion. Promotes a culture where all staff and customers belong.
5. Assists Agency Manager in monitoring the physical condition of the work area and equipment. Acts as person-in-charge in the absence of the Agency

Manager. Maintains awareness of safety guidelines, emergency procedures and basic building contact information through orientation and training.

6. May provide supportive reference assistance of a directional or procedural nature. May assist professional librarians in presenting programs.

Qualifications

Knowledge/Skills

1. Knowledge of library circulation procedures and practices.
2. Knowledge of supervisory practices and techniques.
3. Ability to prioritize workflow.
4. Ability to communicate with the public and all levels of staff in a tactful and courteous manner.

Training/Experience/Education

1. High school diploma or GED. (Required)
2. Supervisory experience in customer service, or in a public or academic library. (Required)
3. Associate's degree in an appropriate field of study. (Preferred)
4. Ability to type 35 wpm accurately. (Required)
5. Experience in operation of common office equipment and PCs. (Preferred)
6. Valid driver license; must be insured and meet Ohio's minimum coverage requirement for auto insurance.
7. Must meet insurance eligibility requirements of the Library's insurance carrier under the Library's Motor Vehicle Use Policy.
8. May be required to drive library owned or non-library owned personal vehicles on a regular basis on behalf of library business.

Physical Requirements

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

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

**BCI/FBI Criminal Background Record Clearance and MVR history required.
A drug screen/medical examination to be completed prior to start date.**