



FULL TIME EMPLOYMENT OPPORTUNITY

Position Title:	Head of Circulation and Shelving
Classification:	Library Assistant IV
Hours /FLSA status:	40 – Non-Exempt, Regular full-time; includes routine evenings and weekends on a rotating basis.
Rate of Pay:	\$19.00 hourly
Reports to:	Building Manager
Staff Supervised:	Circulation Assistants and Shelves

Position Summary: Oversees the delivery of circulation and clerical services for the library including training, supervision, evaluation, and scheduling of the circulation and shelving staff. Provides direct circulation service to the public.

Essential Job Functions: *This list is illustrative, but not exhaustive for this position.*

- Performs direct service to the public, while standing at the circulation desk, including but not limited to; check-in and checkout of all materials, answering and directing telephone calls to the proper areas, and assisting patrons with circulation needs and various forms such as library cards, voter registration, and Friends memberships.
- Interviews, selects, trains, and schedules circulation and shelving staff.
- Supervises and evaluates all circulation and shelving staff. May supervise volunteers.
- Performs miscellaneous circulation duties such as accepting and resolving fines and fees, checking on overdue notices, and searching for items on circulation reports.
- Attends circulation meetings and updates staff. Keeps staff aware of any changes or updates to the ILS system.
- Resolves difficult circulation situations.
- Markets library materials and services.
- Sets annual departmental goals in consultation with the library managers.
- Continues professional development through in-service training, conferences and workshops. Encourages professional development of circulation staff by promoting workshops and conferences.
- Other duties as assigned.

Minimum Knowledge, Skills, Abilities and Other Characteristics:

- Strong public service skills. Strong organizational skills. Ability to supervise and evaluate staff.
- Good communications skills.
- Familiarity with circulation procedures and policies.
- Has a working knowledge of computers and software.
- Has reliable transportation in order to meet work obligations.
- All other qualification required for Circulation Clerks.
- Willingness and adaptability to work in a changing work environment.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma or equivalent.

- Has extensive customer service experience.

Physical Requirements:

- Able to grasp, handle, or operate objects, tools, or controls – including computers, phones, and office equipment.
- Able to read computer screens and print materials
- This position requires alternate standing, sitting, and walking.
- Must be able to bend, reach, and have the ability to lift up to 40 pounds or more on occasion.

If interested, please visit

<https://recruitingbypaycor.com/career/JobIntroduction.action?id=8a78859f8e824e6f018e8677ba1434a4&source=NEO-RLS> or geaugalibrary.net.