

Position Profile

FLSA:	Exempt / Salary	Effective Date:	December 1, 2021
Pay Classification:	51	Reports to:	Branch Manager

Circulation Supervisor

Summary of Job Responsibilities: Reporting to the Branch Manager, the Circulation Supervisor oversees the daily operations of the Circulation Desk, the shelving of all Library materials, and the general order of the collection. Supervises Circulation and Paging staff. Participates as a member of the management team.

Minimum Qualifications:

- Bachelor's diploma or equivalency is required.
- Experience working in a library setting is required.
- Management experience with progressive levels of responsibility and supervision is required.
- One to two years related experience or any equivalent combination of experience which provide the required knowledge, skills, and ability is required.
- Ability to load, unload, lift, shelve, transfer, and/or transport materials up to 75 lbs. is required.
- Ability to work days, evenings, and weekends is required. The schedule may change as the needs of the Library change.
- Ability to travel between Library locations as needed is required.
- Regular and predictable physical attendance is required.

Employment Contingencies:

- Must satisfactorily complete a background investigation.

Knowledge, Skills, and Abilities:

- Ability to perform all circulation clerical tasks.
- Ability to perform all page clerical tasks.
- Knowledge of Dewey Decimal Classification (DDC) system.
- Knowledge of and location of Library materials.
- Ability to address and resolve patron and staff conflicts.
- Ability to multitask and shift priorities as required.
- Self-motivated with strong time management skills.
- Ability to communicate effectively in written and oral form.
- Ability to define problems, collect data, evaluate evidence, establish facts, and draw valid conclusions.
- Demonstrate strong supervisory skills, as well as knowledge of supervisory methods and techniques
- Strong technology skills.

- Flexibility and adaptability.
- Problem solving skills.
- Well organized with strict attention to detail.
- Ability to interpret and apply Library policy.
- Works well individually and as part of a team.

Duties and Responsibilities:

- Serves as the “person in-charge” role when required, based on the needs of the Branch.
- Oversees and provides direct service to patrons (i.e., phone, in-person, computer lab, drive through, curbside, information desk, readers’ advisory, virtual).
- Oversees and performs tasks essential to daily operation of the Circulation Department (i.e., checking Library materials in/out, registering patrons for new Library cards, opening/closing duties, resolving issues with patron registration records, providing Library technology assistance).
- Manages daily operation of Central Library Consortium (CLC) and reporting as assigned.
- Oversees the scheduling of the Community Meeting Room.
- Oversees Library’s participation in Golden Buckeye Card program and voter registration.
- Assists with shifting collections, weeding, and collection maintenance.
- Plans and manages annual budget.
- Hires and supervises Circulation and Paging staff. Provides direction, coaches, trains and develops, and sets performance standards to meet or exceed Library goals and expectations.
- Stays up-to-date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings.
- Participates in the state library association and/or other professional organization as assigned.
- May attend meetings of the Board of Trustees.
- Attends regular staff and committee meetings as assigned.
- Supports and implements the Library’s Mission Statement, Vision Statement, Strategic Plan, and Customer Service Expectations.
- Performs other duties and tasks as assigned.

Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

Working Conditions:

- All Library positions require some or varying levels of physical activity, including standing, walking, reaching, squatting, lifting, carrying, pushing, and grasping.
- Ability to sit/stand and use computer for extended periods and standard office equipment daily.

- Majority of work performed in a public building office environment.
- Employees should be able to lift and/or carry 25 lbs. consistently and 75 lbs. occasionally.
- Employees should be able to push Library carts 25 lbs. consistently and 75 lbs. occasionally.
- Requires travel between Library locations as needed.
- Requires ability for extended hours as needed.
- Requires evening and/or weekends as needed.
- Requires periodic participation and attendance at events and trainings.

Employee Acknowledgement: I have read this position profile and had the opportunity to ask questions.

Employee

Date