

Job Description
CIRCULATION SUPERVISOR

NATURE OF POSITION

This position oversees the operation of the circulation desk by training, supervising, scheduling and assigning clerical circulation staff under the direction of the Managing Librarian.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System as stated in the Bay County Library System Policy and Procedure Manual.

- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.

- Ability to perform all work through the Senior Library Assistant Classification.

- Be knowledgeable and proficient in the application and operation of appropriate hardware and software for the automated circulation system.

- Be proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, microform and other machinery as appropriate.

- Learn and perform appropriate functions with information technology, including Internet.

- Perform clerical and program related services as required by specific assignment.

- Train and supervise the work of Senior & Library Assistants, pages, part-time and substitute staff.

- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

- Carry books, magazines, and audio visual equipment weighing up to 30 pounds on a regular and repetitive basis, and be able to push carts holding similar materials throughout the work site.

- Follow directions and perform required responsibilities.

-Interpret library policies, procedures and services to the patrons clearly and correctly.

-Work and accomplish responsibilities effectively under pressure.

-Communicate clearly and effectively, utilizing good grammar.

-Alphabetize efficiently, and accurately count and calculate numbers.

-Ability to maintain library records and prepare reports.

-Ability to organize and schedule work efficiently.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

-May regularly be assigned in charge responsibilities at a branch.

-Participate in the hiring and disciplinary procedures for circulation staff.

-Train, supervise, and schedule Senior Library Assistants, Library Assistants and part-time staff.

-Perform and oversee circulation department operations.

-Prepare cash register for daily operation, count money, prepare deposit slip & report.

-Assist patrons with library directions, location of library materials, On-line Public Access Catalog, photocopier, microform and other patron access equipment, including basic Internet access.

-Answer simple reference questions, taking responsibility for working with a broader range of reference materials when necessary, using print, non-print and electronic formats.

-Handle problems regarding circulation services: e.g. patron complaints, personnel concerns.

-Run and process circulation function reports and lists on the automation system.

-Keep statistics and circulation records as needed.

- Assist in daily interlibrary loan clerical procedures including title searches.
- Prepare materials and records for addition to and withdrawal from collection, including holdings record maintenance on the database.
- Oversee daily maintenance of the library equipment.
- Alphabetize and file as needed.
- Participate in planning, implementing and promoting library programs and services, including bulletin boards and decorations.
- Attend workshops which pertain to job responsibilities.
- Serve on system-wide committees as appropriate and coordinate system activities within the Branch as assigned.
- Perform related work as required.

MINIMUM QUALIFICATIONS

Six years of successful library experience with progressive library responsibilities or an equivalent combination of appropriate college course work and library related experience.

High school diploma or its equivalent.

Computer and keyboard training or experience.