

CIRCULATION MANAGER

Position Code: 2150

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Library

Approval Date: 2010

General Statement of Duties

Performs professional level library service in the management, supervision, and development of library services to the public.

Distinguishing Features of the Class

An employee in this class performs supervisory and professional library work in the planning, organizing, promoting, directing, and supervising of services in a library division. Employee must exercise initiative and independent judgment in program development, collection development, and staff supervision. Organizational skills are required to prioritize and direct the daily workflow of the Circulation Division. Employee must exercise considerable tact and courtesy in frequent contact with the library patrons. Reports to Systems Librarian/Assistant Director and Library Director.

Duties and Responsibilities

Performs all the essential duties and tasks of a Library Assistant and a Library Associate in the Circulation Division.

Supervises division personnel and matters affecting Library Assistants and Associates in the Circulation Division, including interviews, training, evaluations, disciplinary actions, and any required record keeping. Approves leave and timesheets for divisional staff.

Assists Systems Librarian in the maintenance of the patron database and circulation system.

Is responsible for the collection and financial record-keeping of library fines and fees. Supervises debt collection through Unique Management and the waiving of patron financial obligations.

Maintains and updates material collections of assigned division including Adult Fiction books, audio books, and DVDs. Supervises weeding of collections to remove outdated or damaged

materials. Supervises materials budgeting and expenditures.

Sets and interprets divisional policies and procedures in regards to the circulation of materials and matters involving customer service and patron relations. Maintains statistical record regarding circulation and patron count.

Provides assistance and instruction in the use of library technology, reference tools, reader's advisory, and reference services for both patrons and staff as needed.

Provides departmental training for library staff as requested. Schedules, organizes, and supervises division programming for the public.

Supervises purchasing of furnishings and supplies for division.

Assists Library Director and Assistant Director with the development of an annual budget for the library and with strategic planning. Coordinates library services and programs with members of the management team.

Reviews professional journals and catalogs to stay abreast of current materials and trends in public library service.

Participates in the activities of professional library organizations.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of current library policies and practices and professional library policies.

Knowledge and ability to use reference tools, classification, cataloging, acquisition, and circulation.

Knowledge of subject interest and reader's advisory.

Ability to express oneself effectively and concisely, orally and in writing.

Ability to plan, organize, supervise, and direct a complete program or division of library services.

Ability to establish and maintain effective working relationships with associates, subordinates, community groups, and the general public.

Skill in supervising the work of others.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to maintain records, read book spines, count money and operate a computer.

Minimum Education and Experience

Master's Degree in Library Science from an ALA accredited college or university and one year of experience; or Bachelor's Degree from an accredited college or university with three to five years of library experience, including one year of supervisory experience; or an equivalent combination of education and experience.