

Houston County Public Library System

Position available: Circulation Supervisor
Date Posted: August 1, 2017
Closes: August 31, 2017
Position Open: October 1, 2017
Job Title: Circulation Supervisor
Location: Perry Branch
Reports to: Branch Manager
Supervises: Circulation staff
Position and Benefit Status: FLSA exempt. Full Time - 40 hours per week. Social Security contributions are not made on behalf of the employee, otherwise full benefits are included.
Pay Rate: \$9.50 per hour

SUMMARY: Responsible for the smooth circulation operations of a Branch library. Acts as person in charge in absence of Branch Manager.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. **The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Serves as primary public contact for all circulation related functions.
- Performs public service to such a degree that it becomes excellent public relations for the library.
- Supervises and assigns duties to circulation staff.
- Aids in training of new circulation staff.
- Uses and has advanced understanding of automated library circulation system and keeps abreast of all changes.
- Fields informational and directional questions and solves problems or refers to others in the library system when appropriate. Works with other libraries as needed.
- Assists with opening and closing the library.
- Communicates with staff effectively.
- Assists with other special projects as assigned by Branch Manager.
- Regular and punctual attendance.
- Requires weekend and evening hours.
- Other duties as required.

MINIMUM REQUIREMENTS:

High school diploma or general education degree (GED). Excellent customer service skills; previous supervisory experience; excellent written and verbal communication skills; a knowledge of current fiction, non-fiction, and reference resources;

ADDITIONAL DESIRED QUALIFICATIONS:

College degree preferred. Skilled in the use of computers, software and Internet searching ; good organizational skills; knowledge of principles, methods and practices of services in a public library; knowledge of literature; ability to establish and maintain effective working relationships with community members and staff; skilled in the use of audiovisual equipment.

To apply:

Email letter of interest and resume to Judith Malone at jmalone@houpl.org