

JOB DESCRIPTION



JOB TITLE: Head of Circulation Services

CLASSIFICATION: Department Head

STATUS: Non-Exempt

REPORTS TO: Library Director

JOB SUMMARY: Responsible for the operation of the Circulation Department including planning, development, and evaluation of department functions and staff.

ESSENTIAL FUNCTIONS:

- Performs all Circulation functions.
- Plans, directs, and evaluates Circulation staff and projects.
- Schedules staff.
- Assists with budget planning in relation to the department.
- May function as staff person in charge of building.
- Oversees collection maintenance and records of serials.
- Creates reports in accordance with collection maintenance of AV materials.
- Oversees patron relations and inquiries.
- Ensures comfort and safety of patrons in the building by maintaining high awareness regarding building conditions.
- Engages in professional development relevant to circulation services, including reviewing current professional journals, attending professional workshops and meetings, and communicating with peers in other library settings.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Library-related technology, equipment, software, and digital resources.
- Knowledge of alphabetic and decimal numeric filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to move Library materials from one location to another, either by physically carrying the materials or by moving a fully loaded book truck.
- Ability to exercise leadership and provide direction.
- Ability to exercise reasonable and independent judgment and discretion.
- Ability to adapt to and effectively implement change.

QUALIFICATIONS:

- Minimum two years of college or LTA certificate.
- Minimum two years of experience in a library and one year in a supervisory role.

Reviewed: 6/29/17

Revised: 8/23/17