

**POSITION TITLE:** Circulation Supervisor  
**DEPARTMENT:** Library  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** F  
**REPRESENTATION:** None

**GENERAL POSITION SUMMARY:**

As a member of the Library Management Team, performs professional public library duties in Circulation. Trains and supervises staff performing circulation duties, to ensure consistent, quality service.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as a member of the Library Management Team, meeting with the team on a regular basis to ensure quality library service. Assists in evaluating current services, state standards, and library's long term needs including technology, facility, and staffing needs.
- Supervises and provides direction and technical assistance to assigned support staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
- Develop, conduct, and train staff in circulation software and library circulation policies
- Work closely with LINCC and City IT people to maintain staff and public computers, copiers, and phones.
- Assists employees with interactions involving dissatisfied individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Creates cash reports for City Finance and does daily reconciliation/deposits funds for Sandy and Hoodland Libraries
- Oversees all staff and substitute scheduling
- Runs and resolves various problem reports including in transit too long, lost/paid, missing items, and hold shelf inventory.
- Provides assistance and reports for Librarian staff related to collection maintenance.
- Assist the Library Director and the Librarians with special duties and projects.
- Attend LINCC committee meetings, actively engaging in projects assigned by the Director's Group.
- Ordering office supplies
- May assist the Library Director in processing AP and timesheets
- Perform all duties of Library Assistant when necessary.
- Other related duties as needed.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
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- Other related duties as needed.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

- Three years library experience required, including at least one year supervisory experience.
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform work, may be substituted for the above.

**Preferred Requirements:**

- Master's Degree in Library (and Information Science) preferred

**Necessary Knowledge, Skills and Abilities:**

- Working knowledge of Library Schema. Understanding of computer operations in libraries, personal computer usage, integrated library systems, online library catalogs, online reference sources, and search strategies, MS Office Suite, Google Apps.
- Principles and methods of leadership.
- Knowledge of library procedures, principles, and organization
- Ability to supervise and delegate in an efficient manner.
- Principles and processes for providing quality customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to pay close attention to detail and to understand written and oral instruction.
- Ability to establish and maintain harmonious working relationships with employees and the public.
- Interpersonal skills using tact, patience, and courtesy.
- Ability to work independently and complete work with numerous interruptions.

**Special Requirements/Licenses:**

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Library Director

**SUPERVISORY RESPONSIBILITIES:**

Supervises the circulation staff (mostly on-call), supervises the implementation of collection maintenance projects. Oversees scheduling staff to ensure consistent staffing levels.

**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 job functions.

- Be able to lift and carry materials weighing up to 30 pounds
- Be able to reach above the head and bend to floor level
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed

**TOOLS AND EQUIPMENT USED:**

Computers, Photocopy machines, and other office equipment.

**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. position.

- While performing the duties of this job, the employee works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.
- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

**Sarah McIntyre**  
Library Director

Adopted: 3/2024

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**