

Town of Somers - Somers Public Library

Position

- Circulation Supervisor

Position Definition

Plans, organizes, and manages the proper functioning of circulation on a daily basis, including overseeing the circulation work by library assistant staff members. Assists patrons in the use of library services, equipment, and facilities.

Qualifications Required

- Bachelor's Degree from an accredited institution or Library Technical Assistant certification preferred
- Minimum of 3 years experience working in a public library; some supervisory experience preferred
- Demonstrated customer-service orientation
- Familiarity with automated integrated library systems

Knowledge, Skills and Abilities Required

- Knowledge of library principles and practices
- Committed to excellence in customer service
- Strong oral and written communication skills
- Ability to train and supervise library staff
- Ability to understand and interpret library policies, procedures, and rules
- Knowledge of automated library systems
- Ability to work independently while initiating, organizing, and following through on projects
- Demonstrated patience, cooperation, team-effort, and reliability
- Ability to work effectively with library staff and patrons
- Ability to represent the library at professional and community meetings

Specific Responsibilities

- Performs routine circulation desk duties; Supervises the circulation of the library collection of books and non-book materials; Oversees return of books and materials to shelves or storage places; Oversees the enrollment of new patrons to the library;
- Supervises the receiving and recording of overdue fines; Carries out procedures to identify and retrieve overdue materials, and settles problems arising from late, damaged, or lost materials
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Evaluates circulation operating procedures, and makes adjustments as needed to improve efficiency
- Identifies cataloging errors and refers books or materials to Bibliomation or technical processing
- Trains Library Assistants in computerized circulation functions
- Assigns job tasks to Library Assistants and verifies accuracy of assignment
- Reviews and resolves personnel problems within Circulation as possible
- Collects data for statistical analysis and reports for submission to the Library Director; Prepares regular statistical reports for the Director and the Library Board upon request
- Examines professional publications and other sources for selection recommendations of books to build and maintain a well-balanced adult fiction collection
- Assists in performing non-circulation work in the Adult and Children's Departments, as needed
- Participates in library special projects as required or as necessary
- Attends area workshops, conferences, and training sessions contributing to improved library service
- Participates in professional library association and other professional organizations to remain current on development and advancements in library science, particularly in circulation
- Performs other duties as assigned by the Director

Note: The above tasks and responsibilities are illustrative only. They are not intended to be all-inclusive of every task or responsibility.

Supervision Received

- Receives general supervision from the Library Director

License or Certificate

- Not applicable

Physical Exertion/Environmental Conditions

Performs duties in an office environment. The noise level in the work environment is generally quiet. Some stress involved in public contact. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

Must be able to lift and carry books, equipment and office files. The employee is frequently required to stoop, reach with hands and arms, stand, and walk.

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