

Ted and Grace Bachhuber Memorial Library

Position Title: Circulation Manager
Position Status: 40 hours, benefitted
Department: Ted and Grace Bachhuber Memorial Library
Appointing Authority: Library Director
Supervisor: Library Director

GENERAL FUNCTION

Under the supervision of the Library Director, the Circulation Librarian oversees the entire operation of the Circulation Services department including hiring, training, supervising, and scheduling Circulation Clerks. Create and maintain circulation procedures and interpret Monarch policies/procedures related to circulation of materials in the shared system and to patrons and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Staff Leadership

- Responsible for hiring, training, supervising, and scheduling Circulation staff, with Library Director, efficiently for best public service.
- Develop, implement, train on, and supervise staff in, Circulation Services policies and procedures
- Conduct performance reviews of Circulation Services staff with Library Director.
- Supervise all monetary circulation transactions and circulation monies, prepares overdue notices, tracks long overdue items to report to Mayville Police Department
- Recording vacation/holiday/sick time for all staff for scheduling
- Manages library operations in the absence of the Library Director and acts as "librarian-in-charge"

2. Materials Management

- Oversee day-to-day service and activities in the Circulation Services department.
- Ordering office supplies
- Compiles, tracks, prepares and maintains, and submits monthly and yearly circulation statistics and reports to director
- Maintains All Room Rental scheduling and "booking" process

3. Financial Management

- Reconcile cash register weekly to reports and completes deposits under direction of Library Director
- Keeps budgets for ordering office and circulation supplies

4. Patron Service

- Create and emphasize a positive, welcoming and helpful environment for library users and maintain a level of excellent patron service.
- Handle patron issues/complaints/problems cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure
- Work cooperatively with other Monarch Library System libraries to solve patron material issues.
- Maintain confidentiality of library patron information.
- Works a regular schedule at the circulation desk
- Creates public relations and marketing tools to inform and assist the public in the use of the library, as it pertains to circulation services

5. Policies & Procedures

- Maintains ongoing understanding of Polaris, Monarch Library System best practices, and serves as point person for all circulation related procedures and inform staff members of changes or updates
- Plans, recommends, and implements library policies and procedures for the Circulation Department

6. Teamwork

- Cultivate and maintain positive working relationships with other library staff members, village staff members, Library Director, Library Board members, Mayville Police Department, elected officials and local agencies
- Maintain a professional demeanor along with excellent communication skills that contribute to the overall well-being of the workplace
- Attend and contribute to Library Leadership Team meetings, typically held twice a month
- Serves as a member of the library's response team for outside hours emergencies
- Attend and contribute to quarterly ALL Staff meetings and Staff Development Day

7. Professional Leadership

- Maintain a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions
- Read professional literature and remain current with trends in library service and application to The Ted and Grace Bachhuber Memorial Library
- Be an active member in the Monarch Library System Circulation Committee section and attend meetings
- Participate in regional, state, and national organizations related to job position
- plan and run monthly Circulation Services staff meetings

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8. Misc

- Complete other duties as assigned by Library Director
- May assist with library programming as needed

REQUIRED MINIMUM QUALIFICATIONS

1. Education and Experience

- One or more years of satisfactory supervisory experience, directly managing a team
- One year or more of satisfactory relevant experience in a library
- Associate's degree or equivalent from two-year college, or technical school, or related professional experience
- Knowledge of basic bookkeeping practices, with sufficient skill to complete reconciliations and deposits.
- Supervisory experience
- Experience using Polaris or demonstrated familiarity with another integrated library system
- Experience using computers, copiers, smart phones, and other devices commonly used in libraries
- A basic familiarity with word processing programs
- Solid customer-service experience
- a basic understanding of library operations and procedures

2) Knowledge/Skills/Abilities

- Ability to adapt to evolving technology.
- Ability to communicate tactfully and effectively with the public and staff.
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
- Ability to create and maintain positive and effective public relations.
- Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
- Ability to operate all items under Tools and Equipment Used.
- Ability to perform supervisory functions and organize workflow.
- Ability to plan, organize, and prioritize work assignments.
- Ability to work independently or as part of a team.
- Excellent written and verbal communication skills.
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet.
- Thorough knowledge of library circulation methods and procedures.

ADDITIONAL DESIRED SKILLS

- Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library.
- Knowledge of Monarch Library System and shared automation systems.
- Experience with Polaris ILS.

SUPERVISION RECEIVED AND PROVIDED

- Works under the supervision of the Library Director.
- Provides supervision to all Circulation Services staff.

JOB REQUIREMENT

- Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members.

TOOLS AND EQUIPMENT USED

- Including but not limited to: automated shared resource system (Monarch), networked personal computer, MS Office and other job related software, printers, copy machine, scanner, paper cutter, laminator, telephone, calculator, and carts.

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.
- This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 lbs. and push or pull carts weighing 300-400 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy

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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. Work is performed primarily in a library environment.

MANDATORY REQUIREMENT FOR THE CITY OF MAYVILLE:

- Background check
- Drug test

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Employee: _____ Date: _____

Library Director: _____ Date: _____