

**MIDDLETOWN PUBLIC LIBRARY
POSITION DESCRIPTION**

TITLE:	Circulation Supervisor
REPORTS TO:	Director or designee
SUPERVISES:	Library assistants; other support library staff
GRADE CLASSIFICATION:	Full time / Middletown Public Library Employees Association / NEARI
WORK SCHEDULE:	As assigned, based on department needs. Weekends/Evenings required
SALARY:	In accordance with established pay scale

POSITION SUMMARY:

The Circulation Supervisor plans and coordinates the operation of all library circulation services. The Circulation Supervisor is responsible for providing exceptional customer service as a back-up supervisor at the Circulation Desk. The Circulation Supervisor works under the direction of and reports to the Library Director.

I ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below 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 class, or it addresses business needs and changing practices:

1. Assumes all duties of library assistant in person and via telephone
2. Assists and supports the Director in the administration of the Library
3. Provides training, support and supervision for circulation desk staff and other support staff
4. Keeps the Director apprised of employee related matters
5. Resolves patron/ staff disputes concerning fines and lost materials
6. Collects/records/counts all monies received at Circulation Desk
7. Prepares weekly deposits of fines and lost book payments
8. Prepares bank deposits
9. Answers general reference questions
10. Works with the Director and other department heads in the development of goals, objectives and policies to ensure efficient operation of the library
11. Develops and maintains a manual of Circulation Department operating procedures
12. Attends OSL Circulation Heads meetings and keeps staff informed of changes / current circulation information
13. Compiles monthly Circulation statistics
14. Responsible for AV collection: reviews, purchases, processes and weeds collection
15. Creates and posts volunteer sheets using the guidelines of NEARI contract and under the general instruction of the Director
16. Creates and posts staff work schedule in accordance with the NEARI contract and under the general instruction of the Director
17. Adjusts staff schedule when necessary to ensure staffing needs are met
18. Acts as person in charge in the absence of the Director, Head of Reference, and Head of Children's Services
19. Performs other duties consistent with his/her position as assigned by the Director

II MINIMUM REQUIREMENTS

The following generally describes the knowledge and ability required to enter the position and/or be learned within a short period of time in order to successfully perform the assigned duties:

1. Associates Degree from accredited institution in library studies or related field is required; Bachelor's degree from accredited institution in library studies or related field is preferred. Finalists will be required to submit an official college transcript.
2. A minimum of two years' experience working in a library is required
3. Must possess strong computer skills, including the use of word processing, and database management system/library system software, preferably the III Sierra integrated library system
4. Must possess strong supervisory skills and experience with a minimum of 2 years' experience
5. Must be able to communicate effectively both orally and in writing
6. Must have the ability to establish and maintain effective working relationships with co-workers, vendors, customers, and the general public.
7. Must be proficient in using and downloading digital collections
8. Must successfully complete a background check

III 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.

1. **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evening and weekends and may be required to travel outside Town boundaries to attend meetings.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting, to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may travel to other locations using various modes of private and commercial transportation; and to verbally communicate and exchange information.
3. **Vision:** See in the normal vision range with or without correction.
4. **Hearing:** Hear in the normal audio range with or without correction.

IV EQUIPMENT

Equipment used includes but is not limited to the following:

Personal computer and peripheral devices, calculator, copy machine, digital camera, telephone, telephone headset, folder, postage machine, smart TV, e-readers and tablets.

The Town of Middletown is an Equal Opportunity Employer