

Lead Circulation Supervisor

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is full time and with minimal supervisory responsibilities. This position reports to Assistant Director and Director only.

Job Duties:

- Must be able to complete all circulation duties as needed.
- Must be able to assist in training off all new procedures.
- Handle patron concerns as needed.
- Maintain Village and Library minutes books
- Maintain material catalog including entering new items.
- Must maintain viral outreach programs through surveys, newsletters, and social media.
- Assist in creating flyers for events and programming.
- Ongoing staff training with computer troubleshoot concerns.
- Assisting in manual labor as needed.
- Assist in maintaining inventory for free book distribution.
- Must ensure all opening and closing procedures are completed when working.
- Will be responsible to keep library keys and security code safe at all times.
- Other duties as assigned

Educational/age requirements:

Employees must be 25 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Hours needed: Monday - Friday 10:30 am - 6:00 pm

While this is the standard schedule there may some weekends as needed.

**Please complete an application in house or online by Friday
June 2, 2023 and be ready to interview the following week!
Applicants will be notified of decisions by June 16th 2023.**