**ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

**Position Description**

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| **Department:** Library |
| **Job Title:** *Circulation Supervisor* |
| **Reports to:** Library Director and Assistant Director  |

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| **Status:** At Will | **Position Type:** Part-time | **Hours:** 25 hrs. per wk. | **FLSA:** Nonexempt |

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| **GENERAL DESCRIPTION** |
| This position aids in general responsibilities of the library, oversees all aspects of the circulation department and supervises part-time library assistants under direction of the Library Director and Assistant Director. |

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| **ESSENTIAL FUNCTIONS** |
| The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change. * Supervises part-time library assistants and trains them in all aspects of circulation duties.
* Works the circulation desk.
* Participates in continuing education webinars/workshops.
* Handles lost/damaged materials and repairs damaged items.
* Assists and trains patrons in the use of the Internet, on-line public catalog and databases.
* Shelves materials, shelf-reads and shifts collections when needed.
* Maintains periodicals collection.
* Handles all aspects of meeting room bookings.
* Supervises library in the absence of Director, Assistant Director and Youth Services Librarian.
* Aids in general library duties.
* Performs all other duties, as assigned.
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| **EDUCATION AND TRAINING**The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.* Discuss (as far as is doable given budgetary constraints, time and availability) the training and development support to be provided to employees to help them meet the agreed-upon objectives.
* Ability to understand and perform routine library procedures.
* Knowledge of the use of standard office equipment, including computers and computer software.
* Skill in oral and written communications.
* Skill in research and use of library resources.
* Ability to work effectively with library staff and patrons.
* Ability to supervise staff.
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| **EDUCATION AND TRAINING**Associates degree plus experience in a library or related setting. |

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| **PHYSICAL DEMANDS AND WORK ENVIRONMENT**The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
* While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
* The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.
* The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
* Hazards are considered minor and controllable but may include exposure to human error and angry/hostile humans.
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The 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. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Circulation Supervisor with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

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 Employee Library Board President

Created: October 22, 1996

Amended: June 22, 2000

 April 19, 2016