**City of Portage**

Job Description

**Job Title: Circulation Supervisor**

**Job Type: Full Time**

**Department: Portage Public Library**

**Reports To: Library Director**

**SUMMARY**

Under general supervision of the library director, directs the activities of the circulation department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned.)

1. Plans, organizes and conducts library services and programs involving circulation and public services, including (but not limited to) inter-library & outer-library loan, technical services, and volunteer services.
2. Assists in hiring, training, scheduling, directing and evaluating the work of support staff.
3. Directs personnel in registration, circulation or public services procedures and policy.
4. Creates and plans desk schedule for all staff.
5. Assists patrons with ready-reference questions and reader’s advisory, bibliographic instruction and database searching.
6. Coordinates public meeting room schedule and enforces meeting room policy.
7. Open or close the library according to procedure, including counting/tallying cash drawer.
8. Assist patrons with technology use and instruction (computers, printers, etc.)
9. Assists in the updating of library procedures; collects and organizes statistics.
10. Performs other related work.

**SUPERVISORY RESPONSIBILITIES**

This position supervises 5-10 part-time circulation staff. Supervisory tasks including hiring, training, evaluating, scheduling, and terminating.

**KNOWLEDGE AND ABILITIES**

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons and to maintain confidentiality of library patron information.
3. Excellent interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
4. Ability to follow detailed instructions, and to gather statistics, analyze information and write reports.
5. Ability to use computer software and manage computerized files and operate library business machines properly, which may require knowledge of databases and search methods.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
8. Advanced knowledge of library operations, services and materials.
9. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
10. Working knowledge of English grammar and spelling.

**PHYSICAL DEMANDS**

1. Ability to work in confined spaces.
2. Bending/twisting, and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Hands: keyboarding, writing, filing, sorting, shelving, and processing; picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
8. Talking and hearing; use of the telephone.

**MENTAL REQUIREMENTS**

1. Ability to apply technical knowledge and to interpret technical regulations and instructions.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Communication skills: effectively communicate ideas and information both in written and verbal form.
5. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
6. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
7. Time management: set priorities in order to meet assignment deadlines.

**ENVIRONMENTAL/WORKING CONDITIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and regular evening and weekend hours.
2. Inside work environment.

**EQUIPMENT USED**

Audiovisual equipment, book truck, calculator, fax machine, computer, library automation system, microfilm reader, photocopier, and telephone.

**EDUCATION AND EXPERIENCE**

Required:

1. Experience working in a library (some library-specific training or education may substitute)

Preferred:

1. Some college (university, community, or technical.)