**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Head** **of** **Circulation**

**DEPARTMENT:** Library

**REPORTS** **TO:** Library Director

**CLASSIFICATION:** Professional/ Management

**REVISION** **DATE:** September 9, 2015

**PAY** **GRADE:** Nonunion Pay Plan Grade 7

**GENERAL** **PURPOSE:**

Under the supervision of the Library Director, the Head of Circulation Services is responsible for the efficient operation of the circulation desk, Circulation Services Department, and the supervision of library assistants assigned to circulation. This position is a member of the Management Team, who participates in library planning, policy-making and may serve as the supervisor in the absence of the Library Director.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Oversees the interviewing, hiring, training, scheduling, supervising, and evaluating of the Circulation Services Department.

•Directs circulation desk activity.

•Manages the local operation of the ILS circulation system.

•Maintains contact with other city departments, South Central Library System, Dane County Library Service and with librarians located throughout the library system as well as vendors to represent the needs of the library.

•Performs output measures of library service, collects and analyzes other statistical data on library operations.

•Maintains the confidentiality of library records.

•Serves as the library's representative on circulation LINK committees.

•Performs general supervisory and operational procedures such as opening and closing the library and library meeting rooms.

•Performs basic circulation functions such as check in and checkout, library card registration, and database maintenance.

•Creates public relations and marketing tools to inform and assist the public in the use of the library, as it pertains to circulation services.

2

•Assists library patrons in the use of mobile devices and emerging technologies, as they apply to circulation services.

•Participates in continuing education programs.

•Ability to plan and administer a budget, oversee equipment and financial management, as it pertains to circulation

•Ability to communicate effectively with staff and the public and maintain effective public relations.

**OTHER** **JOB** **FUNCTIONS:**

•Considerable knowledge of library operations, services, and materials, cataloging related services and current library trends.

•Ability to comprehend and follow instructions from supervisor, verbally and in written form.

•Ability to understand library policies and procedures and apply them to library operations.

•Knowledge of and fluency in the English language.

•Ability to adapt in an ever-changing environment.

•Participates in other duties as required.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Completion of Master’s degree in library science from an ALA accredited institution is preferred. Equivalent education and work experience may be considered.

•Two or more years of professional library experience. •Two or more years of management experience.

•Considerable knowledge of current and emerging technologies and demonstrated ability to apply them to library operations.

•Ability to establish a positive working relationship with library trustees, staff, other city departments, volunteers, library organizations and the general public.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Work does involve flexible work hours, including evenings and weekends.

3

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.