



Division/Department	Middleton Public Library
Location	7425 Hubbard Avenue
Job Title	Circulation Supervisor (Part-time)
Reports to	Head of Circulation Services

Level/Grade	Type of position:	Hours <u>10-20</u> / week
5	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Under the supervision of the Head of Circulation Services, the Circulation Supervisor (Part-time) is responsible for a variety of circulation-related and supervisory duties. As Circulation Supervisor, serves as first point-of-contact and emergency coordinator for the library in the absence of Library Management.

JOB FUNCTIONS

- Performs general operational procedures such as opening and closing meeting rooms, and opening and closing the library.
- Knowledge of library emergency procedures and policies.
- Checks out and checks in library materials.
- Enters library card applications into the database according to local and LINK guidelines.
- Takes fines and fees and credits these in the financial database.
- Clears hold shelf of lapsed materials and routes to appropriate locations.
- Checks in holds from delivery and shelves in a timely fashion.
- Follows instructions for handling reports generated by LINK.
- Answers directional questions and refers non-directional questions to the appropriate staff.
- Processes materials as needed.
- Serves as circulation supervisor evenings and weekends, or when scheduled.
- Provides support for circulation related activities such as mending, barcode replacement, evaluation of defect reported items, etc.
- Participates in the interviewing, hiring, training, scheduling, supervising, and evaluation of LAIs, Page IIs, and Page Is.
- Provides service support at all public service desks, as needed.
- Performs other circulation-related job duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of library methods and procedures, and ability to apply them to library operations.
- Ability to communicate effectively with staff and public and maintain effective public relations and customer service.
- Ability to operate library and facility equipment properly.
- Working knowledge of English grammar and spelling.
- Keyboarding and filing ability.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education workshops and other library skills learning experiences.

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EDUCATION AND TRAINING

- Completion of Bachelor's degree from an accredited school (or equivalent work experience as determined by library director).
- Computer and general office experience.
- One or more years of library experience.

Physical Demands of the Position

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further, and near vision at 20- inches or less.
5. Lifting, carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing, pulling: objects weighing up to 80 pounds on wheeled cart.
9. Mobility: travel to meetings outside library.

Mental Requirements

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports, and other formats.
3. Ability to comprehend and follow instructions: to follow instructions from supervisor, verbally or in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
5. Time management: set priorities in order to meet assignment deadlines.
6. Ability to use computer software and manage computerized files.
7. Must have a sense of humor.

Environment/Working Conditions

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

Equipment Used

Telephone, calculator, copy machine, computer and printer, CD-ROM drive, fax machine, cash register, telephone, microform reader/printer, camera and security system.