

**POSITION:** Circulation Manager

**LOCATION:** James L. Hamner Public Library, Amelia Court House, VA

**CLOSING DATE/TIME:** Open Until Filled

**SALARY:** \$37,000

**JOB TYPE:** Full-Time, Non-Exempt

**ANTICIPATED SCHEDULE:**

(40 hours work time, Schedule below includes breaks)

Tuesday: 8:45 – 8:15

Wednesday: 8:45 – 5:45

Thursday: 8:45 – 5:15

Friday: 8:45 – 5:15

Saturday: 8:45 – 1:15

**DESCRIPTION:** The Circulation Manager is responsible for overseeing all aspects of circulation.

The following are indicative of the primary areas of responsibility, but do not include all possible categories of duties.

- Manage all aspects of circulation services
- Market library items, services, and programs
- Participate in regular professional development
- Plan professional development opportunities for circulation staff and volunteers
- Provide technology help-desk support to patrons
- Receive and process donations
- Resolve patron complaints
- Train and supervise circulation staff and volunteers
- Coordinate volunteer program

The Circulation Manager manages the library in the absence of the Library Director, Technical Services Librarian, and Community Engagement Librarian.

**KEY REQUIREMENTS:** The person in this position is evaluated, in part, by the following standards.

- Ability to adapt work into current circumstances and coworkers' workflows
- Ability to fairly and accurately apply library policies and procedures
- Ability to manage simultaneous projects with accuracy
- Ability to professionally perform duties in uncomfortable situations
- Adherence to principles of intellectual freedom
- Consistent increase in digital literacy skills
- Consistent, accurate promotion of library services

- Demonstration of professional interpersonal skills, including conflict resolution
- Demonstration of research proficiency
- Practice of ethical, humane staff management

**TYPICAL DUTIES:**

- Assign work to staff and volunteers
- Assist patrons with technology questions
- Complete monthly continuing education requirements
- Open and close the library according to procedures
- Operate full-service circulation desk
- Provide performance feedback to staff and volunteers
- Reconcile cash drawer
- Request that patrons change their behavior to comply with library policies
- Resolve patron complaints
- Other duties as needed

**EDUCATION AND EXPERIENCE:**

Required:

- One year full-time-equivalent circulation experience in a library
- Some post-high school education or other formal training

Preferred

- Bachelor's degree
- Supervisory experience

The education requirement may be met by an experience equivalency where one month of full-time relevant work experience in a library equals one month of education.

**APPLICATION INSTRUCTIONS:** To apply, e-mail a cover letter with examples of how you meet the key requirements and your résumé to [jmhames@hamnerlibrary.org](mailto:jmhames@hamnerlibrary.org).

In the e-mail subject line put "YourLastName Circulation Manager Application."

Label the cover letter file "YourLastName\_CoverLetter" and the résumé "YourLastName\_Resume." Both files must be sent as PDFs.

The James L. Hamner Public Library is an Equal Opportunity Employer that maintains a drug-free workplace. Background and drug screens are required.