

## **Circulation Manager**

FLSA Classification: Non-Exempt

Library Classification: Full-Time

Reports To: Library Director

Supervises: Circulation Staff and Volunteers

Regularly scheduled evening, weekend, and holiday work is expected.

### ***General Statement of Duties***

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.

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

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

### ***Experience and Training***

Required:

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

Preferred

- Bachelor's degree or equivalent certification

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.

The experience and education requirements may be waived at the discretion of the library director.

### ***Physical Requirements***

The following physical requirements are representative of those that should be met to perform this job. Reasonable accommodation will be made for disabilities.

- Ability to communicate effectively
- Ability to cope with the mental and physical stress of the position
- Ability to lift forty pounds and carry it across the library
- Ability to reach items on the top and bottom shelves