



Niles Public Library District

Job Description

Job Title: Circulation Services Supervisor
Department: Circulation
Reports To: Library Director
Classification: Grade 3
Status: Exempt

JOB SUMMARY:

Under the direction and supervision of the Library Director, the Supervisor of Circulation Services is responsible for the management and operation of the Circulation Services Department, including all CCS ILL functions. The work requires considerable professional skill, initiative, and independent judgment. Involves staff training, development, and performance evaluation. Involves planning, developing, and coordinating services and resources for the effective and efficient circulation of library materials. Deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Evaluates and maintains the effectiveness and efficiency of the Circulation Department procedures, services, and equipment, including CCS/ILL functions.
7. Responsible for the interviewing, hiring, training, supervising, scheduling, disciplining, and evaluating of all Circulation Clerks/Switchboard Operators.
8. Responsible for the department budget, records, statistics, and reports.
9. Understands all aspects of the Library's integrated circulation software and serves as department trainer.
10. Researches, evaluates, and recommends new technology as it relates to the functions of the Circulation Department.
11. Maintains memberships in professional library associations and participates in their activities.
12. Keeps informed of current trends and developments affecting libraries.
13. Attends staff meetings, pertinent CCS and NSLS meetings, conferences and educational opportunities as appropriate to the position and within the budget.
14. Available to work a flexible schedule that includes evenings and weekends.
15. May act as Person-in-Charge as assigned.

B. Secondary Functions

1. Performs other duties as assigned by the Library Director.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Five years of public library work experience.
2. Three years of supervisory experience in a customer service environment.
3. Experience in a consortial environment, preferably a Sirsi/Dynix library.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the library or employee and such termination can be made with or without notice.