

DATE LISTED: April 16, 2018

OPEN UNTIL FILLED

TITLE: Circulation Manager

LIBRARY: Ashe County Public Library, part of the Appalachian Regional Library

CITY: West Jefferson

STARTING SALARY: \$24,500

QUALIFICATIONS: A Bachelor's degree required; additional appropriate graduate courses desirable. A minimum of 2 years appropriate library experience preferably in a public library. Some supervisory experience required.

DUTIES: Assumes full responsibility for the administration, operation, and development of the library's Circulation Department.

EXAMPLES OF WORK: Administers circulation system, continually analyzes circulation activities and practices, and maintains an up-to-date circulation procedures manual. Manages activities at the library's main desk including patron registration and maintenance of patron records, charge-out and check-in of library materials, reserves, overdues, and maintenance of circulation records and statistics. Helps patrons become more knowledgeable about circulation procedures and judiciously resolves problems that involve patron complaints and/or interpretation of circulation policies. Interviews candidates for the circulation staff, and together with the County Librarian, makes hiring decisions for the Circulation Department. Schedules, supervises, and evaluates the performance of the Circulation Department staff and Outreach Specialist. Serves as the liaison between the Library and Appalachian Regional Library with respect to the regional database. As part of the "management team" periodically assumes full responsibility for the operation and security of the library. Manages supply line of state budget. Oversees training of Circulation Department staff and Outreach Specialist. Generates automated cash reports and oversees all other reports associated with circulation, including statistics.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to deal tactfully, courteously, and effectively with the public and other employees. A basic knowledge of library procedures, operations and services – especially in the areas of circulation and acquisition. The ability and willingness to assume responsibility, make decisions, and solve problems. Ability to set priorities, organize and budget time effectively. Ability to supervise and motivate personnel. Ability to speak and write effectively. Familiarity with bibliographic databases. Attention to detail.

TO APPLY: Send cover letter, resume, and references to: hr@arlibrary.org