

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

CIRCULATION MANAGER: FULL-TIME

DATE LISTED: August 1, 2024

CLASS TITLE / JOB TITLE: Manager II / Circulation Manager

STARTING SALARY/HOURS: \$39,846.47 / \$19.16 / 40 hour-week

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position is responsible for the administration, operation, and development of the library's Circulation Department.

EXAMPLES OF WORK

1. Administers circulation system, continually analyzes circulation activities and practices, and maintains an up-to-date circulation procedures manual
2. Manages activities at the library's circulation desk including patron registration and maintenance of patron records, check-out and check-in of library materials, holds, overdues, and maintenance of circulation records and statistics
3. Provides all circulation services for the public
4. Helps patrons become more knowledgeable about circulation procedures and judiciously resolves problems that involve patron complaints and/or interpretation of circulation policies
5. Working with the County Librarian, publicizes for departmental positions, interviews, and hires staff
6. Schedules, supervises, and evaluates the performance of the Circulation Department Staff and volunteers
7. Oversees training of Circulation staff
8. Oversees the maintenance of the patron database
9. As part of the management team periodically assumes full responsibility for the operation and security of the library
10. Bills for damaged or lost items
11. Responsible for mending of books
12. May order library supplies and manage that budget line
13. Generates reports from ILS as needed
14. May order library materials and manage the budget lines thereof
15. Actively participates in regional Circulation Managers Team

KNOWLEDGE, SKILLS AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees.

Ability to use a computer.

Ability to learn library procedures.

Ability to bend, lift, stoop and carry.

Ability to follow established routines, policies, and procedures.

EXPERIENCE, EDUCATION, AND TRAINING

A Bachelor's degree. A minimum of 2 years appropriate library experience required, preferably in a public library. Some supervisory experience required.

Return a Cover Letter and Resume via email to:

Suzanne Moore

SMoore@arlibrary.org

CLOSING DATE: This position is open until filled.