

Circulation Manager

General Statement of Duties

The Circulation is responsible for overseeing all aspects of circulation, under the supervision of the Circulation, Programming, and Outreach Librarian (CPO Librarian).

The Circulation Manager merchandizes items, markets library services and programs, resolves patron complaints, processes donations, and trains circulation staff and volunteers.

Other responsibilities include keeping current with new technologies, planning development opportunities for less senior staff, and engaging in regular professional development.

Regularly scheduled evening and weekend work is expected. This position is non-exempt from Fair Labor laws.

Supervision Received

The Circulation Manager is supervised by the CPO Librarian and by the Library Director.

Supervision Exercised

The Circulation Manager is responsible for supervising part-time staff, interns, and volunteers assigned to him/her. The Circulation Manager manages the library in the absence of the CPO Librarian, Technical Services Librarian, and Director.

Experience and Training

Some post-high school education required; Bachelor's degree preferred. 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.

One year full-time-equivalent relevant experience in a library required.

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

Approved January 16, 2018

