

Position Profile



Circulation Supervisor

Summary of Job Responsibilities: Oversees daily operations of the Circulation Desk. Supervises Library Associates and Pages.

Minimum Qualifications:

- Bachelor's degree or equivalent experience.
- Ability to work days, evenings, and weekends.

Knowledge, Skills and Abilities:

- Ability to perform all circulation clerical tasks.
- Strong oral and written communication skills.
- Flexibility and adaptability.
- Attention to detail.
- Problem solving skills.
- Strong technology skills.
- Ability to interpret and apply library policy.
- Works well individually and as part of a team.

Duties and Responsibilities:

- Oversees daily operation of the Circulation Desk.
- Supervises Circulation and Paging staff.
- Provides direct service to patrons.
- Participates in hiring and training new Circulation and Paging staff.
- Manages daily operation of SearchOhio as assigned.
- Oversees the scheduling of the Community Meeting Room.
- Attends regular staff and committee meetings.
- Oversees library's participation in Golden Buckeye Card program and voter registration.
- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Customer Service Expectations.
- Stays up to date with new developments, and participates in continuing education events.

Working Conditions:

- All library positions require constant physical activity, including standing, walking, reaching and grasping.
- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.