



## **LIBRARY CIRCULATION SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under direction, manage circulation division of the library including book stack maintenance, supervise division employees, manage computer operations for the maintenance and replacement of automated system equipment, and serve as a member of library management team. This class is distinguished by the high degree of automated circulation knowledge required.

### **IMPORTANT AND ESSENTIAL DUTIES**

- Interpret and implement library policy effectively and diplomatically
- Coordinate the smooth running of the local system with offsite automated system headquarters
- Act as liaison for troubleshooting, downtime problems and system-wide circulation policy
- Recruit and train new desk staff for coverage of all open hours;
- Schedule, supervise and evaluate all division employees
- Manage circulation computer operations
- Answer difficult questions and concerns about circulation, over dues, and bills while enforcing library policy with firmness and tact
- Coordinate the circulation of all library materials, including audio visual and children's materials
- Train library employees in the automated circulation system
- Supervise circulation desk routines, including charging out materials, discharging returned materials, issuing library cards, collecting fines and taking reserve requests
- Receive and respond to patron complains and inquiries regarding overdue material and lost or damaged books or cards
- Actively participate on the library management team.
- Gather circulation data, Analyze and produce statistical reports for the city librarian and library board
- Prepare reports for the state library and other library division as needed
- Supervise sending uncollected receipt to collection agency
- Assist in the supervision of pages
- Receive and process monies for fines, lost materials, etc.

## **REQUIRED QUALIFICATIONS**

**Knowledge of:** library organization, procedures and terminology; library automated circulation systems; modern office methods; and principles and techniques of training and supervision.

**Ability to:** perform paraprofessional library and clerical work; provide supervision and training of staff; understand and carry out written and oral instructions as well as training and giving instructions; and understand and interpret automated library circulation system.

**Skills:** Ability to type at least 45 wpm with accuracy; use automated library system accurately; use calculator accurately; and use word processor with proficiency.

**Education and Experience:** Sufficient experience and education to perform the above qualifications. Typically, this can be accomplished through obtaining an AA degree with major course work in library science or a related field, plus three years increasingly responsible library paraprofessional experience comparable to a library assistant III in the City of Burlingame, at least one year demonstrated supervisory experience and at least two years significant automated circulation experience.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Ability to establish and maintain positive and cooperative relationships with library staff, citizens and those contacted in the course of work; use independent judgment and initiative remain calm when dealing with difficult situation and/or several people at the same time; handling situations with tact and firmness; and ability to stoop, bend and crouch to retrieve material and lift books weight up to 40 pounds.

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Library Circulation Supervisor  
BAMM  
Exempt  
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