

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Circulation Supervisor	CLASS. CODE: 0309
DEPARTMENT:	Library	FLSA: E
REPORTS TO:	Library Director	DATE: 7/1/2002

Job Summary:

Plans, organizes and supervises the activities of the circulation division including supervising staff, assisting library patrons, interpreting policies and coordinating activities with other divisions.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises, hires, trains and assigns duties, appraises performance and oversees scheduling of assigned staff.
2. Prepares and monitors division budget including staffing needs, capital expenditures and supplies. Anticipates future needs for staff, materials and capital outlays.
3. Participates on library management team to ensure the division needs and concern are presented to library administration and to help plan for overall library operations and future growth.
4. Handles patron complaints and refers written complaints to administration with assessment and suggestions for resolution.
5. Supervises the collection of fines and fees, the inspection and setting of charges for damaged materials, the sending of overdue accounts to the collection agency and the processing of reimbursement reports.
6. Supervises the book reserve system and intra-library loan and the use of volunteers in the division.
7. Oversees the library materials security system, recommends the repair and purchase of new equipment and manages maintenance contracts for security system equipment.
8. Oversee the registration of new patrons, the upkeep of the patron database and the shelving of materials.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Develops and monitor workflow processes.
3. Analyzes technical library problems and develops solutions.
4. Creates specialized or computerized records management system.
5. Works with specialized library vendors to negotiate contracts and service.
6. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Cash register, coin counting equipment, and change machine
- Network client/server and Internet based computer systems
- Specialized library security systems

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in library science or a related field; and,

Four (4) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of library science and objectives of public library services.
- Electronic and book reference resources.
- Budgeting through the use of spreadsheets and other analytical tools.
- Practices and philosophy of library service specific to the assigned division.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Use a personal computer for word processing and spreadsheets.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Multitask with constant interruptions.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.