



City of Casa Grande

Library Circulation Supervisor

GENERAL PURPOSE: Under general supervision, organizes and supervises the library circulation staff; promotes the library and its services to meet the needs of the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, manages and directs the daily activities of library circulation staff and volunteers; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Resolves customer service issues; interprets and explains library policies, procedures, rules and regulations to staff.
- Monitors operations and assures that circulation staff activities are in compliance with all City regulations, policies and safety standards.
- Prepares and reviews statistical and analytical reports of library activities, operations and procedures; gathers and compiles data for reports.
- Serves as city liaison to other libraries; resolves patron intra-library problems.
- Provides information and interpretation concerning library services, policies and procedures.
- Verifies fines and fees accounting records; secures funds and deposits in bank.
- May provide facility operation/maintenance oversight and record-keeping.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Library circulation staff.

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's degree in Library Science, and two (2) year's Library Assistant experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the principles and practices of library cataloging.
- Knowledge of library methods, practices and terminology.
- Knowledge of the principles of record keeping and records management.
- Knowledge of cash-handling procedures, financial record keeping and deposits.

- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in using the library computer systems and catalogs.
- Skill in providing effective customer service with tact and courtesy.
- Skill in establishing and maintaining cooperative working relationships with employees and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: None.

Physical Demands / Work Environment: Work is performed in a Public Library. Must be able to lift or move objects up to 40 pounds.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.