

HEWITT TEXAS

Job Title: Library Supervisor (Circulation)

Department: Library

Location: Hewitt Public Library

Reports to: Library Manager

Date: 3/19/2018

Grade: 11	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
------------------	---	---	--

Job Summary: Under the general supervision of the Library Director and Library Manager, the Circulation Supervisor will be responsible for all activities dealing with the circulation of materials and adult literacy programming. The Circulation Supervisor will also assist with public computers and technical services.

Essential Functions: Oversee the functions of the circulation services. Create adult literacy programming including book clubs and culinary clubs. Organize activities such as 1st Senior Days to keep adult patrons engaged with the library. Keep records and recruit new patrons to the events.

Supervise assigned staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.

Perform clerical duties to include operating the circulation desk, charging and discharging library materials in accordance with established library policies and procedures, performing opening and closing procedures, carrying and shelving books, collecting fines and fees, entering new patron information into the computer and issuing library cards, unpacking shipments of new books, and entering book information into the computer.

Provide customer service by greeting and directing library patrons, answering the desk phone, assisting the public in selecting and locating library materials, assisting patrons with internet usage, making copies for patrons; notifying patrons of book statuses, sending overdue notices, and assisting patrons with public access catalog training.

Responsible for promoting all library programs and program registration. Help with library activities. Monitor the behavior and conduct of library patrons to ensure an atmosphere conducive to use of library facilities for all patrons.

Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Excellent interpersonal skills. Ability to effectively communicate ideas and information in both verbal and written form. Possess knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances. Ability to supervise staff and volunteers and delegate responsibility in an effective manner. Ability to read and comprehend print information, including technical, statistical, and financial information. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases. Ability to understand and implement instructions and directions. Ability to establish and maintain proper priorities and meet deadlines.

Required Education, Experience, and Qualifications: Associate's Degree and two years of office or library experience including customer service experience. Or an equivalent combination of education and experience. A valid Texas class C Driver's License.

Preferred Education, Experience, and Qualifications: One year of supervisory experience preferred.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Must be able to push loaded book cart weighing approximately 300 pounds on level floor and up ramp. Sit and stand for extended periods of time. Frequent reaching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Hours of work are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required as job duties demand, including for library events.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____