

## Jenkintown Library

### Circulation Manager Job Description

This individual is responsible for overseeing circulation desk activities, training and supervising circulation staff and volunteers, enforcing library policies and procedures and working cooperatively with the Cataloger, Children's Librarian and the Director.

This position requires good personal and interpersonal skills and the ability to remain calm and professional.

Reports to: Library Director

#### **Responsibilities:**

Understand and perform all jobs related to circulation

Supervise / train circulation staff and resolve issues

Coordinate volunteer and community service workers

Receive/process/track ILL requests through Access Pa

Record and process magazines, newspapers and museum passes for public use

Handle/resolve circulation related problems including contacting patrons regarding overdue materials and related fines

Represent the library at workshops, scheduled professional meetings; share changes in policies and procedures with staff

Maintain circulation data; prepare monthly statistical and narrative reports

Weed adult collection according to standard procedures and train appropriate staff to assist in the process and the withdrawal of materials from the database

Monitor/replenish supplies needed at the circulation desk.

Complete the required online training course to become a certified passport acceptance agent

Perform other duties as required to ensure the smooth operation of the Jenkintown Library.

**Qualifications**

- Have knowledge of circulation services
- Enjoy working with and relating to the public
- Have good interpersonal skills
- Be able to follow directions and work independently
- Be computer literate
- Be detailed oriented
- Have initiative and creativity
- Have good problem solving and intervention skills

**Education and Experience**

- High school degree or higher
- Demonstrated work experience in either a public or school library setting and familiarity with an automated circulation system.

**Physical Requirements:**

- Good physical condition
- Job requires extensive walking, bending, lifting, reaching climbing, etc.

**Hours:** 25 hours - day, evening shifts and Saturday(s) in rotation

**Probation period:**

Each new employee shall be considered to be on probation for three months (90 days). A performance review of the employee's work will be conducted during or upon completion of the probation period.

Potential employment is contingent upon completion of the Pa State Mandated Reporter Training, and submitting to employer within 60 days of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History and FBI clearances.

Interested applicants are requested to submit a letter of interest, resume and three references by Friday, March 23rd to [rlubeck@mclinc.org](mailto:rlubeck@mclinc.org) or mail to Jenkintown Library, Attn: Rosalind Lubeck, Director, 460 York Road, Jenkintown, PA 19046