

	<b>Charles County Public Library</b>		
	<b>Open date:</b> August 3, 2017 <b>Close date:</b> August 18, 2017 at 5:00 p.m.	<b>Locations:</b> Waldorf, MD	<b>DISTRIBUTION:</b> Internal and External Opportunity
	<b>ISSUED BY:</b> Jessica Cruse, Human Resources Associate		
	<b>SUBJECT:</b> Circulation Supervisor Position		

**Grade 10: \$44,538      Full-time Exempt position with benefits (without LATI)**

**Grade 11: \$48,116      Full-time Exempt position with benefits (with LATI)**

**Closing Date:              August 18, 2017 at 5:00pm**

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Charles County Public Library is seeking a customer service oriented and experienced Circulation Supervisor to direct all operational functions of circulation; customer relations, overdues, circulation records, and circulation statistics; The Circulation Supervisor will ensure the efficient operation of Circulation Department and the shelving of all materials by pages; They will be responsible for scheduling the Pages to ensure appropriate staffing. This position serves under the direction of the Branch Manager

**Duties:**

1. Assists in hiring selection for pages and circulation staff; trains, supervises, evaluates and coaches circulation staff and pages.
2. Assists customers with consistently high level of service; researches discrepancies on customer account.
3. Performs and supervises stack maintenance and organization to ensure materials are readily accessible.
4. Reconciles daily cash reports; prepares cash drawer as part of opening and closing procedures.
5. Collects fines, cash receipts, and money reports for branch.
6. Collects and maintains statistics (programs and circulation).
7. Directs, schedules, and trains volunteers.
8. Supervises delivery (unloading, processing).
9. Reviews timesheets for pages.
10. Assists in the preparation of branch funds deposits.
11. Assists with processing, weeding, discarding, inventory of materials.
12. Advises on the purchase of equipment and software related to circulation.
13. Maintains and updates manuals (Page Manual, Volunteer Manual, and Procedures Manual).

14. Professionally represents the library at community and organizational events in order to further the Library's mission and goals.
15. Fulfills continuing education requirements and stays current with library developments.
16. May serve as Librarian-in-charge (LIC).
17. Performs other duties as assigned.

**Requirements:**

1. BA/BS Degree required.
2. Library Associate Certificate (LATI) must be acquired within two years of date of hire.
3. Two years experience in public libraries. Relevant experience may be considered (e.g. working in a school, bookstore, etc.).
4. Supervisory experience preferred.
5. Staff grandfathered into this position are ineligible for LATI.

**Application Process**

Interested current Charles County Public Library staff should submit a Request for Transfer/Promotion found on the Extranet, Resume and Cover Letter to the Human Resources Manager, Charles County Public Library, 2 Garrett Avenue, La Plata, Maryland 20646 by the closing date. External candidates should send application, resume and cover letter to the Human Resources Manager at the address above. Applications and the full job description can be found on the Library's website at [www.ccplonline.org](http://www.ccplonline.org).

**Note: Incomplete applications and documents will not be considered.**

*Charles County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.*