



Circulation Supervisor Opening

Manlius Library

Manlius, NY

Job Description:

Circulation Supervisor – Manlius Library, a member library of the Onondaga County Public Library System, seeks an innovative and energetic individual for a full-time circulation supervisor position. The job requires excellent people and computer skills, and a strong customer service orientation. The successful applicant will work 35 hours per week, including evenings and weekends.

The Circulation Supervisor is responsible for management of library operations in the absence of the Director and the Operations Manager.

Position Duties:

- Ability to serve as point of contact for all outside contacts in case of emergency, including patron issues, building emergencies, inclement weather, and other emergency issues.
- Responsible for overseeing all cash handling processes and implementing financial procedures related to the circulation desk.
- Oversight of circulation staff, page staff, and volunteer staff in the absence of the Operations Manager and the Director, including how to handle staff absences.
- Responsible for handling the Security System, including how to silence the alarm and when to notify authorities of a problem.
- Knowledge of general building functions including the thermostat, utility room, including fuse box.
- Thorough knowledge of opening and closing procedures.
- Responsible for daily tasks such as processing the shipment, assisting patrons, answering phones, and supporting librarians as needed.
- Responsible for understanding and complying with all library policies and procedures.
- Responsible for leading by example by setting a positive tone, exhibiting a positive attitude, and displaying professionalism and flexibility in actions with staff and patrons.

Desired Skills, Knowledge, and Abilities:

- Must be able to analyze work requirements and assign tasks accordingly, based on available staff.
- Desire to meet and serve the library's patrons and community.
- Ability and desire to provide high level of customer service.
- Knowledge of computers, the internet, and library software.
- Ability to make decisions, follow procedures, and interpret policies.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to organize job duties and work independently.
- Flexibility in supporting other staff to achieve the library's mission.
- Physical condition commensurate with the demands of the position

Required: Applicants must have a 2-year college degree or equivalent applicable experience.

Compensation: Hourly rate commensurate with experience. Benefits package is provided.

To Apply: Send a letter of interest and resume, including professional references, to mshort@manliuslibrary.org by 6/14/2021.

Please include Manlius Library Circulation Supervisor in the subject field.