

Berwyn Public Library
Staff Vacancy

Position: **Supervisor – Circulation**

Salary: \$13.00 – 17.00 per hour

Schedule: 40 hours per week

Application Deadline: June 18, 2010

Start date: July 1, 2010

DISTINGUISHING FEATURES OF WORK:

Under the Library Director; plans, directs, coordinates and evaluates the activities and services offered by the Circulation Department.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Offers excellent customer service in the coordination of all aspects of materials circulation.
2. Hires, trains, supervises and evaluates Circulation staff; participates as a member of the administrative team with department heads.
3. Communicates effectively, both orally and in writing, and routinely navigates conflict resolutions with library users and staff.
4. Maintains library cards and an accurate patron record database.
5. Submits statistical reports and monthly Board reports; orders department supplies, oversees billing notices, and works with collection agency.
6. Participates in library planning, serving on library committees; actively engages in ongoing professional development.
7. Implements and monitors policies and procedures of the Circulation Department and makes recommendations regarding change as needed.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

EDUCATION:

Requires a four-year undergraduate degree; LTS highly desired.

EXPERIENCE:

Four years of library experience, circulation preferred, including recent managerial experience with hiring authority.

Requires a commitment to excellent customer service.

Requires elementary knowledge of budget preparation and administration.

Requires thorough knowledge and expertise in assigned department.

Requires elementary knowledge of library functions and procedures.

Applications are available to be picked up and returned
to the front desk at City Hall or online at <http://www.berwyn-il.gov>
6700 West 26th Street, Berwyn, IL 60402-0701

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.