



## JOB DESCRIPTION

---

# **CIRCULATION SUPERVISOR**

## **DEFINITION**

Under general supervision of the Library Director performs a wide variety of technical and complex clerical library work; supervises and participates in the circulation services function.

## **CLASS CHARACTERISTICS**

The Circulation Supervisor is distinguished from the Library Clerk II by its responsibility for more complex duties and the overall supervision of the circulation services function.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Directs, supervises and participates in the operation of the circulation services function.
2. Schedules, trains and evaluates clerical employees and volunteers in work related to circulation and other clerical activities.
3. Responds to general assistance inquiries of library patrons; responds to and handles difficult patron inquiries and complaints.
4. Sorts, files, processes, and/or coordinates the preparation of a variety of documents; may compile or prepare statistical reports, requisitions or correspondence.
5. Assumes responsibility for departmental accounting and purchasing processes including record keeping.
6. Establishes and maintains departmental records and files.
7. Operates a variety of office and library equipment including computers, printers, automated circulation equipment, micrographic equipment and photocopiers.
8. Performs duties of Library Clerk II or Library Clerk I as required.
9. Works cooperatively with the Library Computer Services Coordinator and other technical staff regarding circulation function computer services.
9. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



## JOB DESCRIPTION

---

### QUALIFICATION GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be three years of increasingly responsible library clerical experience and graduation from high school or equivalent, supplemented by specialized clerical or library courses.

#### Knowledge, Skills and Abilities

Knowledge of standard library practices and procedures' library terminology; types and uses of materials in library collections; modern office methods and practices, principles of supervision and training; filing and record keeping methods and procedures.

Ability to use judgment in the application of departmental policies and procedures; supervise, train, assign and evaluate clerical staff and volunteers; implement applicable procedures; communicate clearly and effectively, both orally and in writing; operate office and library equipment including word processing equipment at a rate of 40 wpm; use correct English grammar and punctuation; establish and maintain cooperative working relationships with those contacted in the course of work.

### SPECIAL REQUIREMENTS

Possession of, or ability to obtain an appropriate California driver's license and a satisfactory driving record.

### ESSENTIAL ELEMENTS

#### Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### Stress Factors

High pressure assisting the public. Ability to interpret and explain actions to the public and Library Director

#### Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

#### Mental Requirements

Reading complex, writing complex, analyzing, perception comprehension and judgment.

#### Equipment

Computer, keyboard, telephone, calculator, photocopier, micrographic equipment and automated circulation equipment