



Circulation Manager Job Opening  
Posted July 14, 2017

**The William Jeanes Memorial Library and Nicholas and Athena Karabots Center for Learning has an opening for the position of Circulation Manager.**

**The Library is a 501(c)3 independent non-profit, located in Whitemarsh Township, in suburban Philadelphia, and serves over 17,000 residents. The Library is a member of MCLINC (Montgomery County Library Information Network Consortium) and shares in the circulation of materials and services to cardholders in surrounding areas.**

**Primary Responsibilities:** Under the general supervision of the Library Director this employee plans and supervises the operations of the circulation department of the library and interprets library policy concerning the circulation of library materials. This includes supervising customer registration, reserves management, material circulation, overdue book and fine collection, shelving of library materials, and maintenance of staff schedules. This position oversees customer services and provides support for all circulation staff.

**Primary Duties:**

The job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities.

- Supervises work of Circulation Department staff (currently 11 employees)
- Trains Circulation staff about policy and procedures required by WJL and MCLINC.
- Solves complex Circulation Desk problems of library users and negotiates solutions within policy guidelines.
- Creates and maintains Circulation Desk schedule through online software.
- In cooperation with the Library Director, recruits library assistant staff.
- Prepares and submits part-time employee payroll.
- Requires all library staff to complete required personnel documents and maintains personnel files.

- Supervises overdue procedures. Prepares and follows-up on overdue notices.
- Maintains a file of forms and documents pertaining to the operation of the Circulation Department.
- Conducts periodic Circulation Desk staff meetings and ensures staff attendance for additional training.
- Performs annual performance evaluations of Circulation staff, reviews with Library Director, and maintains files.
- Attends MCLINC Circulation Committee monthly meetings and other meetings as needed.
- Attends Department Head meetings as a member of the supervisory staff.
- Supervises daily holds management procedures.
- Processes Access PA and ILL loans.
- Manages meeting room(s) calendar- maintains contact file for outside groups and uses the WJL Meeting Room Policy to schedule the rooms and collect fees in accordance with the Library's needs.
- Resolves concerns or complaints of Circulation Desk staff.
- Adjusts materials and flow of materials in Circulation work area as needed to maintain order and relieve overcrowding. Works with staff to identify ways of improving flow of work.
- Performs circulation desk duties as necessary. Schedule includes evening and weekend rotations.
- Collects, collates, and maintains monthly library statistics to be shared with the Director and Board.
- Other duties as assigned.

**Knowledge, Skills, & Education:**

- An MLS or MLIS from an ALA accredited school is preferred.
- Demonstrated computer literacy, including basic proficiency in Microsoft Office, Windows, and the Internet.
- Accuracy and attention to detail.
- Knowledge of library technologies.
- Ability to organize and prioritize workload effectively.
- Ability to relate well and effectively communicate in person, in writing and on the telephone.
- Ability to relate to people of all ages.
- Ability to maintain effective working relationships.
- Flexibility and ability to adapt in a complex and changing environment.

**Hours:** 35 hours per week (includes one night and weekends on a rotating basis; other evenings and weekends as needed.)

**Salary:** \$35,000 - \$40,000; Full time position with benefits—paid vacation, health insurance, and participation in a 403(b) retirement plan.

All employees of the William Jeanes Memorial Library are required to have a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check.

Applicants should submit a cover letter, resume, and references to the attention of:

Lisa A. Clancy  
Director  
William Jeanes Memorial Library  
4051 Joshua Road  
Lafayette Hill, PA 19444

[lclancy@mclinc.org](mailto:lclancy@mclinc.org)

Subject line: “Circulation Manager position”

Applications accepted through July 31, 2017.