

# **MOUNT CLEMENS PUBLIC LIBRARY**

## **Job Description**

**JOB TITLE:** HEAD OF SERVICES- CIRCULATION/TECH SERVICES  
**HOURS:** Full time, 35 hours per week - Including Evenings and Weekends  
**REPORTS TO:** Library Director

### **NATURE AND SCOPE OF POSITION:**

Responsible for overseeing entire circulation activity, including the issuing, return and record keeping procedures of the library, responsible for interlibrary loan and MelCat materials, assigning job tasks to library pages, train circulation clerks in computerized circulation functions, interprets library policies for patrons, responsible for overseeing technical/technology services department and ensuring quality standards are being upheld, responsible for updating department web pages and helping to maintain a strong social media presence, and does other related work as assigned by the Library Director.

### **SPECIFIC DUTIES:**

- Receives oral or written direction from Library Director.
- Plans work according to library schedule or standard routine.
- Establishes priority of work tasks.
- Participates in the development of operating policies and procedures.
- Participates in the near-term and long range planning of services, including budget preparation for services.
- Participates in library special projects as required or as necessary.
- Represents the library on regional automation committees and serves as the library database manager and authority on automation issues.
- Evaluates circulation operating procedures, and makes adjustments as needed.
- Assigns work to paraprofessional and clerical staff.
- Supervises the circulation of the library collection of books and non-book materials.
- Oversees the enrollment of new patrons to the library.
- Oversees the processing and implementation of the collections process for lost/damaged materials.
- Provides service and book and media collection information and advice to patrons.
- Supervises book reserve system.
- Supervises the receiving and recording of overdue fines.
- Recommends employment, promotion, and retention of unit staff members.
- Participates in periodic evaluation of assigned employees.
- Provides training exercises for assigned unit employees.
- Reviews and resolves personnel problems within unit, as possible.
- Inspects damaged circulation materials, including books and equipment.
- Identifies cataloging errors and refers books or materials to technical unit.
- Maintains performance and repair of circulation equipment.
- Recommends equipment improvements.

- Maintains circulation data and prepares regular statistical reports for the Director.
- Reports work accomplished to Director.
- Manages the library in the absence of the Library Director or Executive Assistant.

**JOB REQUIREMENTS:**

- Bachelor's Degree required.
- Minimum of 2 years' relevant experience working in a public library.
- Professional knowledge of library practices and procedures.
- Demonstrated customer-service orientation and effective working relationship with the general public.
- Demonstrated ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials, and other agencies.
- Familiarity with automated integrated library systems.
- Working knowledge of computer word processing programs.
- Good public service attitude.
- Demonstrated oral and written communication skills.

**DESIRED CAPABILITIES:**

- Experience with Sirsi integrated library system highly desirable.
- Supervisory experience preferred