



CITY OF CENTER POINT
CENTER POINT PUBLIC LIBRARY
Circulation Manager (Full-Time)

JOB SUMMARY

Manages the operation of the Circulation Department. Assists with day-to-day library functions with primary duties performed in the Circulation Department. Assists library patrons in the use of library services, facilities, and equipment; interprets library policies for patrons; and coordinates activities with other department heads.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree and 1-3 years of library circulation experience.
- Technology support experience preferred.
- Must possess effective verbal and written communication skills.
- Proficient computer and social media management skills, including Microsoft Office, Internet, Instagram, Facebook, etc.
- Organized and able to create multiple timelines, budgets, and schedules.
- Possess strong interpersonal and communication skills.
- Possess the ability to provide courteous and effective customer service and maintain composure in stressful and demanding situations.
- Ability to work independently and as a team member.
- Ability to physically stand, bend, and squat to shelve, push, or pull carts of library materials weighing 40 pounds or more.

PREFERRED SKILLS AND KNOWLEDGE

Sierra Integrated Library System

EXAMPLES OF WORK

Primary responsibilities are in the Circulation Department. Duties include, but are not limited to:

- Prepare the Circulation Desk for opening and closing.
- Issue and update library cards and processing membership applications
- Process daily monetary transactions such as fines, fees, replacement fees, etc.
- Check-in and check-out library materials; place/modify/cancel patron holds; request materials from other libraries per patron request; inspect returned materials for damage.
- Sort library materials and shelve materials as per classification.



- Assist patrons with locating library materials including books and online resources
- Provide Reader's Advisory services to patrons.
- Provide information about library materials, events, and patron accounts
- Create library lists and reports for collection management.
- Process and weed library reserves.
- Provide technology and audiovisual support to patrons.
- Review and selecting audiovisual materials for the library collection
- Maintain library equipment to ensure proper working order.
- Receive and process new library items.
- Mend book and media items.
- Generate monthly circulation statistics and submit them to library director(s).
- Attend professional meetings and training seminars as needed to enhance library knowledge and skills.
- Train new employees in Circulation duties.
- May serve as back-up for other positions within the library.
- Open and close the library as needed.
- Perform other duties as assigned.

SALARY, HOURS, AND BENEFITS

40 hours per week including nights and weekends.

Salary: \$36,795.20

Excellent benefits package to include health, vision, dental, and retirement.

HOW TO APPLY

Email cover letter, resume, and application by November 18, 2025 to:

Cara Wilhelm

Director

Center Point Public Library

533 Sunhill Road NW

Center Point, AL 35215

Email: cara.wilhelm@centerpointlibrary.org



All employees must complete and successfully pass a background check and drug screening upon hire. Position available immediately.

NO PHONE CALLS PLEASE