



# FLORENCE-LAUDERDALE PUBLIC LIBRARY

## Circulation Manager

**Salary Range:** Full-time position, \$12-\$15 per hour depending on experience; excellent benefits package including BlueCross/BlueShield of Alabama, Retirement Systems of Alabama, paid annual and sick leave, plus 12 paid holidays.

**Internal Announcement Date:** Monday, April 15, 2024

**External Announcement Date:** Monday, April 29, 2024

**Internal Closing Date:** Monday, April 22, 2024

**External Closing Date:** Monday, May 13, 2024

Please submit a printed or digital cover letter and resume with a listing of 3 references included. Applicants should also be prepared to discuss their vision for the Circulation Department (including adult programming, collections, displays, and reader's advisory) if given an interview opportunity.

ATTN: Executive Library Director  
Florence-Lauderdale Public Library  
350 N. Wood Avenue  
Florence, AL 35630  
[abby@flpl.org](mailto:abby@flpl.org)

### **Job Purpose:**

The Circulation Manager provides a high-quality library and customer service experience at the Circulation Desk by overseeing the hiring and training of staff, developing and implementing circulation policies and procedures, and promoting the library collection. The individual in this position must be visionary, detail-oriented, outgoing, innovative, creative, and eager to explore new technology to enhance the overall experience of the library.

### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Assists in the interviewing and hiring process for new employees in the Circulation Department.
- Selects, trains, schedules, directs, and evaluates the duties and performance of selected staff.
- Provides customer service to patrons in person, by telephone, with written correspondence, and through email.

- Addresses/resolves patron concerns and problems.
- Delegates and helps maintain the ease of access and appearance of the new arrivals and fiction areas of the building by dusting, rearranging shelving, and shifting materials.
- Creates, communicates, and executes reader's advisory activities to include regular visual displays, book lists, and other activities.
- Supervises volunteers for the Library.
- Plans and executes the Adult Summer Reading Program.
- Manages the library's overdue system.
- Manages and oversees library card application procedures, including close review for accurate information and adding patrons to pertinent library databases and email subscriptions.
- Serves on library committees, assists in drafting policies and procedures, and makes recommendations to administration.
- Searches computer databases and matches document or item information to computer information.
- Participates in the development of bibliographies, leaflets, catalogs, and other guides for library patrons.
- Assists with planning, preparing, and implementing programs and workshops related to the usage of library services by the general public.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures, initiates any actions necessary to correct deviations or violations.

**Minimum Qualifications:**

Bachelor's degree required, supplemented by progressively responsible office administration, customer service, and/or record management experience and/or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all library policies, practices, and procedures necessary to function effectively in the position. Skilled in the use of computers, including all Microsoft Office software, Google Drive, and internet searching. Excellent written and verbal skills.

**Work Conditions:**

- The primary work location is the Florence-Lauderdale Public Library.
- May be required to attend community programs outside normal business hours and outside the library.
- May be required to attend conferences at local, state, and national level that require travel and overnight stays.
- Must hold a valid Driver's License and be able to drive personal vehicle for library business.
- Required to work flexible hours including some nights and weekends.
- Well organized, detail oriented skills are necessary.
- Must have effective problem solving/ decision making abilities.
- Must have excellent verbal and written skills.
- Ability to stand or sit for long periods of time.
- Ability to reach library materials at least three feet below and five feet above with a step stool or ladder.

- Ability to push carts and bins weighing in excess of 30 pounds.
- Ability to bend, stoop, twist, turn, and move furniture and library materials from place to place in the library.
- Awareness and familiarity with books, authors, movies, and cultural events both current and past.
- Ability to diffuse volatile situations between patrons and staff.
- Ability to implement innovative library services and to be forward-thinking.

***The above job description is not intended as; nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.***

***Equal Opportunity Employer and E-Verify Participant***