



BEXLEY PUBLIC LIBRARY  
2411 E. MAIN ST.  
BEXLEY, OH 43209  
614-231-9709

## EMPLOYMENT OPPORTUNITY

**Position Title:** Circulation Team Leader

**Date of Posting:** 1/13/14

**FLSA:** Full-time, Non-Exempt

**Designated Position Hours:** 40

**Benefits:** Benefits include sick and vacation leave, health insurance, and membership in the Ohio Public Employees Retirement System

**APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE**

### Summary of Position:

The Circulation Team Leader supervises Circulation Aides and oversees the department in the absence of the Circulation Manager. Responsibilities include: assisting the Circulation Manager in ensuring efficient functioning of the circulation department; serving as supervisor-in-charge; effectively resolving staff and patron problems; hiring, training, and supervising assigned staff; and providing direct customer service. The successful candidate will possess: exceptional customer service skills, sound judgment and problem solving abilities, a strong desire to serve as a manager and leader, and excellent interpersonal and communication skills.

### Summary of Requirements:

1. High School Diploma or GED
2. A minimum of one (1) year of experience in a circulation department OR an equivalent combination of education, knowledge, and experience
3. A minimum of one (1) year of supervisory experience preferred

**A complete list of requirements and the full position description are available on the library's website: [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment)**

### To apply, you must complete the following:

1. Complete and submit a Bexley Public Library job application form, located on the library's website: [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment).
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: [r Rubin@bexleylibrary.org](mailto:r Rubin@bexleylibrary.org).