



Muskingum County Library System

Position Open for Recruitment:

Position: Circulation Services Coordinator
Location: John McIntire Library
Salary: \$18.27 per hour (40 hours per week, varied schedule)
Closing Date: May 10, 2021

Resumes are to be submitted to Samantha Maxwell, HR Director, by the closing date.

Job Responsibilities: Manages Circulation Department and coordinates system wide Circulation policies and procedures.

Qualifications: High School diploma; Minimum of 3 years' experience in a responsible library position; supervision experience/training

Knowledge, skills and abilities:

- Knowledge of library policies and procedures; Windows operating system; library operating systems; supervisory principles.
- Ability to apply supervisory principles to practical situations; define problems, collect data, establish facts and draw valid conclusions; exhibit a broad reading background; establish cooperative work environment at both branch and interdepartmental levels; develop and maintain good working relationships with library customers, supervisors and co-workers; prepare meaningful, concise and accurate reports; maintain confidentiality of confidential and sensitive subject matter.
- Skill in computer operations and functions; operating automated library systems; operation of current electronic devices, communicating effectively in written and oral form; routine typing.

This position reports directly to the Assistant Director.

Muskingum County Library System is an Equal Opportunity Employer.