



Circulation Supervisor

Organization: Ida Rupp Public Library

Hours: Full-Time, 40 hours/week; Exempt; Days, evening and weekend hours

Salary: \$41,600 to \$54,080 annually Dependent on Qualifications

Ida Rupp Public Library is seeking a full time Circulation Supervisor at the main library in Port Clinton, Ohio.

Duties:

Under the general direction of the Library Director, the Circulation Supervisor performs specialized tasks related to the circulation of library materials including processing circulating materials, shelving, answering patron inquiries in person and on the phone, and handling money for fines, fees, or other services. The Circulation Supervisor is responsible for the supervision of the circulation staff, providing schedules, training, conducting performance reviews, hiring, and disciplining. Duties require supervisory skills, independent judgment, and independent action. The Circulation Supervisor interacts with the public and other staff members

Requirements:

High school diploma or equivalent.

Knowledge of library principles and practices and the ability to put them into practice.

Prior supervisory and customer service experience necessary.

Computer experience with standard office software, including Microsoft Office products, email, and internet usage.

Ability to retain, follow, and recommend library policies and procedures.

Ability to lift 30 pounds.

Successfully pass a background check.

Application Process:

For consideration, please send a completed [application](#) and resume (applications can be found on our website) to:

lfaust@seolibraries.org

or

Lindsay Faust, Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline: Application materials received by December 2, 2022 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers