Job Opportunity:

Assistant Director of Circulation Services

Hours: Full-time - 37.5 hours per week with day, evening, and weekend hours; on-site

Salary: $26.17 - $39.25 per hour.* IMRF and paid time off included.

Department: Circulation Services

Position Description: Second-in-command to Department Director involving direct Library service to the public; familiarity with and expertise in all circulation functions with supervisory and specialized duties. Supervises department Page positions.
This position is on-site, with some travel required for meetings, outreaches, or conferences.

Essential Duties *(complete job description follows):*

- Assist in implementing overall Circulation Services plan including training, competencies, and Department procedures to maintain a consistent workflow.
- Supervise, train, and schedule Circulation Services Pages. Hire and evaluate Pages in collaboration with Department Director.
- Manage Interlibrary Loan (ILL) Services; coordinate departmental duties for staff who process ILLs.

Qualifications: Bachelor's degree and/or LTA Certificate. Two years circulation services experience required. Public library experience and supervisory background preferred. High level of fluency with traditional technology and the ability to adapt to emerging technology. Ability to work and communicate pleasantly and professionally with the public and staff. Ability to resolve conflicts calmly.

Please email letter of interest and resume to:
Paul Hurt, Director of Circulation Services
paulhurt@lislelibrary.org.

**The salary range shows the starting salary and ceiling for this position. Salary offers are based on relevant skills, experience, and organizational equity.*

Circulation Services Assistant Director

Position Title: Assistant Director of Circulation Services
Reports To: Director of Circulation Services
Department: Circulation Services
Status: Exempt

Description: Second-in-command to Department Director involving direct Library service to the public; familiarity with and expertise in all circulation functions with supervisory and specialized duties. Supervises department Page positions. This position is on-site, with some travel required for meetings, outreaches, or conferences.

Hour Requirements: Full time. Work includes day, evening, & weekend hours; on-site.

Essential Duties:

1. Assume responsibility for departmental operations in the absence of the Department Director.

2. Assist in implementing overall Circulation Services plan including training, competencies, and Department procedures to maintain a consistent workflow.

3. Demonstrate high level of knowledge and adherence to Library policies and procedures, making decisions in accordance with them.

4. Provide friendly circulation, public desk, and equipment assistance in the Circulation Services Department.

5. Supervise, train, and schedule Circulation Services Pages. Hire and evaluate Pages in collaboration with Department Director.

6. Oversee shelf maintenance of circulating materials in accordance with Department Director directives.

7. Manage Interlibrary Loan (ILL) Services; coordinate departmental duties for staff who process ILLs.

8. Coordinate Department schedule and assist with timecards.

9. Serve as Person-In-Charge (PIC) with comprehensive responsibility for facility.

10. Graciously resolve patron concerns; refer unresolved issues to the Department Director.

11. Manage acceptance and approval of public meeting room applications.

12. Assist in preparing the annual Department budget and monthly statistics.

13. Manage billing notices, overdues, and collection accounts.

14. Attend meetings and serve on project teams as directed or assigned. Regularly attend outside events and development opportunities.

15. Maintain professional skills and developments in the field. Network with other Library professionals.

16. Other duties as assigned.

Qualifications:

1. Bachelor's degree and/or LTA Certificate. Two years circulation services experience required. Public library experience and supervisory background preferred.

2. Ability to work with developmental and cultural diversity.

3. High level of fluency with traditional technology and the ability to adapt to emerging technology.

4. Superior communication skills, both oral and written. Ability to speak, read, and write English effectively.

5. Ability to work and communicate pleasantly and professionally with the public and staff. Ability to resolve conflicts calmly.

6. Exemplary time management skills.

7. Ability to set priorities, make independent decisions, and exercise discretion.

8. Understands confidentiality requirements of the position.

9. Vision adequate to read computer and device screens and a variety of print materials. Adequate finger dexterity is required to perform keyboard and device operation.

10. Acceptable documentation that establishes identity and employment authorization in the United States of America.

11. Physical capability sufficient to lift, transport, and shelve materials. Must be able to lift 30 pounds. Must be able to bend, push, stoop, climb and lift to perform job duties. Mobility sufficient to maneuver safely between workstations and stacks.