

MOUNT LAUREL LIBRARY JOB POSTING

Title: Assistant Circulation Supervisor (Full Time)

Salary: \$29,500 - \$31,500 **Open:** March 8, 2017

DESCRIPTION

- Welcomes and serves all customers to the Mount Laurel Library
- Happily assists customers in person and by phone and email answering questions, checking materials in/out; redirecting questions to the appropriate person to ensure world class customer service
- Registers new borrowers for library cards and provides information on all the unique services offered by the Mount Laurel Library
- Handles fines and fees and reconciles money
- Runs daily circulation reports and library notices
- Supervises pages and volunteers. In charge of the Circulation Department in the absence of the Head of Circulation
- Assists with building opening or closing procedures
- Approaches challenging customer situations with a caring demeanor
- Is a team member who welcomes and accepts input; seeks out advice on how to handle situations and supports team members by keeping them informed and offering help
- Performs other duties as needed

REQUIREMENTS .

- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to learn the Dewey Decimal system and other library filing systems
- Ability to comprehend and follow written and/or oral one- or two-step instructions.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the library.
- Ability to push and pull library book trucks weighing in excess of 120 lbs.
- Ability to carry up to 15 lbs. of library materials across the library
- Ability to stand for extended periods
- Ability to bend and stretch to reach high and low shelves
- High school diploma.
- Experience with library circulation and shelving work, Horizon and supervisory experience preferred.

SCHEDULE

35 hours per week, 9-5 including one evening per week and every other Saturday.

BENEFITS

Medical, dental, prescription coverage, eyeglass plan, retirement program, deferred compensation, paid sick, vacation and personal leave.

Submit cover letter and resume by March 22, 2017 to jobs@mountlaurellibrary.org

Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054