



Mount Laurel
Library

JOB POSTING

Title: Circulation Supervisor

Salary: \$38,000 - \$40,000

The Mount Laurel Library is looking for an enthusiastic and creative librarian who will have primary responsibility for the Circulation Department as well as professional duties in collection development, reference and outreach.

DESCRIPTION

- Be responsible for opening and closing procedures;
- Ensure all circulation services and functions are operating efficiently and in accordance with library policies and procedures;
- Serve as an expert on Horizon circulation functions;
- Ensure that library fines/fees collected in accordance with library policy are secured during hours of operation;
- Manage, train, develop, and evaluate staff, ensuring that all staff are trained and in compliance with library procedures;
- Maintain the desk schedule, delegating specific work duties to circulation staff to ensure effective and efficient running of the department;
- Create a positive customer experience;
- Recommend and implement local procedures that improve library service;
- Troubleshoot and resolve difficult situations with customers or technology,
- Perform general circulation duties (e.g., reserves, check-in/check-out);
- Collect and compile department statistics, and prepare reports for library administration, as needed,
- Contribute to development and implementation of library new initiatives; and
- Other duties as assigned.

REQUIREMENTS

- **Education:** A Master's degree in Library or Information Science in a library program accredited by ALA or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College.
- **License:** Obtain a valid NJ License as a Professional Librarian within six (6) months of appointment.
- Excellent customer service skills, strong knowledge of reference sources (both print and online), and great teamwork skills are required. The ability to understand, apply, and explain library policies is necessary for this professional position. Solid knowledge of Microsoft Office programs (Word, Excel, Publisher) is necessary, as is the ability to attain expert-level knowledge of the library's circulation system. Preferred: The ability to troubleshoot technology issues and a creative approach toward problem solving, as well as previous circulation and supervisory experience.
- Applicant must comply with the "New Jersey First Act"

SCHEDULE

35 hours per week and includes 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/resume by March 27, 2017 to jobs@mountlaurellibrary.org
Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054