

**JOB OPENING  
HEAD OF CIRCULATION SERVICES  
CASE MEMORIAL LIBRARY**

Full-time union position, 37.5 hours, with excellent benefits. Salary \$72,178.82. A Master's Degree in Library Science, and a minimum of two years of related professional experience working in a public library is required. Supervisory experience preferred. Candidates should have excellent customer service and technology skills, and a strong knowledge and enjoyment of adult literature. Experience with Sierra ILS is a plus. Evening hours and a Friday/Saturday rotation are required. Job description following. Please send a cover letter and resume with three professional references to First Selectman James M. Zeoli, 617 Orange Center Road, Orange, CT 06477 or email [jzeoli@orange-ct.gov](mailto:jzeoli@orange-ct.gov) by 4:30 p.m., Friday, December 29, 2023. EOE

**Job Description:**

**CASE MEMORIAL LIBRARY  
HEAD OF CIRCULATION SERVICES**

**Objective:** Plans, organizes and supervises the services and activities of the Circulation Department. Assists patrons in the use of library services, facilities, and equipment. Coordinates circulation activities with other Library departments.

**Supervision Received:** Works under the direct supervision of the Library Director.

**Supervision Exercised:** Supervises the Circulation Department staff, and other Library employees and volunteers as assigned.

**Functions**

- Trains, supervises, motivates, and evaluates the work of the Circulation Department staff in accordance with Library policies, procedures, and performance standards.
- Serves on the Library's management team. Participates in developing library goals, policies and procedures, particularly as they relate to circulation services. Assumes responsibility for the Library in the absence of the Director.
- Provides direct service to the public at the Circulation Desk, including checking materials in and out, patron registration, fines collection, overdue and reserve procedures, media maintenance, and processing Connecticut materials. Handles circulation problems, and explains circulation policies to the public.
- Assists with preparation of the monthly banking deposit of fines, fees and monetary donations.
- Responsible for selection, acquisition, maintenance and withdrawal of print and non-print materials in assigned collection development areas; makes recommendations for additions to the general collection.
- Assists with supervision of the building maintenance.

- Instructs and assists patrons in the use of the collection, reference materials, reader's advisory, computers, public access catalog, digital library services, and personal electronic devices, as needed.
- Contributes content to the Library's newsletter, website and social media platforms.
- Creates bibliographies and book displays to enhance the library experience and promote use of library resources.
- Prepares grant applications
- Submits a monthly and annual report to the Library Director incorporating statistics of work accomplished by the Department.
- Attends conferences, workshops, and meetings for professional development. Represents the Case Memorial Library on LION consortium committees, and at meetings and community events.
- Any other tasks that may be assigned.

### **Knowledge, Skills, and Abilities**

- Strong public service commitment.
- Ability to deal effectively with the public in a friendly, patient, courteous, and professional manner, while managing multiple responsibilities.
- Ability to work effectively, independently, and cooperatively with colleagues, patrons, and the community at large.
- Broad knowledge of current public library principles, practices, and procedures.
- Strong knowledge of library organization, and circulation procedures.
- Current knowledge of reference resources in multiple formats, and the ability to access them.
- Self-motivated, creative, and flexible. Exercises initiative, and independent judgment.
- Ability to organize and prioritize assigned work, set goals, and supervise staff.
- Excellent verbal and written communication skills.
- Strong computer and technology skills. Ability to troubleshoot issues with public computer hardware and software, printers and copiers.
- Familiarity and proficiency with current technologies and social media platforms related to library services. Willingness to acquire new computer and technology skills as necessary.
- Knowledge of community reading interests, books and authors, and an interest in reading.
- Ability to read and write English at the college graduate level; process written and numerical information.

### **Required Equipment Operation**

Operates and supervises the maintenance of the following equipment as required, including but not limited to: computers and peripherals (keyboards, monitors, printers, scanners); DVD player; LCD projector; programmable LCD TV/monitor; sound system and wireless microphones; fax machine; photocopier; typewriter.

### **Required Physical Effort/Mental Ability**

*The physical demands described here are representative of those an employee may encounter to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Push and pull loaded book trucks weighing up to 200 pounds; bend down to floor and reach up to seven feet to retrieve and shelve books, often with the aid of a foot stool; lift and carry books weighing 20-30 pounds; sit at a keyboard display for data entry for two to three hours at a time; work at public service desk up to three hours at a time with frequent change of sitting and standing positions; cover large distances and walk quickly to retrieve materials for patrons including use of stairs; shift heavy equipment and furniture up to 200 pounds; crawl on hands and knees to troubleshoot equipment and retrieve materials; and carry bags of books weighing up to 50 pounds.

### **Required Qualifications**

Master's Degree in Library Science from an American Library Association accredited institution. A minimum of two years of related professional experience working in a public library. Supervisory experience preferred. Proficiency with the Internet, online databases, and PC-based computer applications required. This position is full-time (37.5 hours/week) and includes weekend and evening hours.

This job description is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the Library Director according to varying needs.