

Library Circulation Supervisor (full-time; benefits)

Overview of Role

The Medfield Memorial Public Library, located in the metrowest suburbs of Boston, is seeking a people-person with excellent organizational skills to become the Circulation Supervisor to oversee the busy and active circulation department.

This position oversees five part-time employees and all duties related to the circulation and use of library materials. The circulation supervisor fosters, maintains, and exhibits the departmental goal of providing excellent customer service to all library users, in person, over the phone, and via online communications. The ability to multi-task while maintaining a friendly attitude is essential.

The duties of this position include managing and scheduling the circulation department; working hours at the circulation desk; recommending books, movies and other materials; assisting with finding items in the library and through the library system; and helping patrons use library technology. The Circulation Supervisor also oversees the library's A/V and unusual items collections and manages the library's museum passes system. A full list of duties is available at <http://www.medfieldpubliclibrary.org/circulation-supervisor/>

The circulation supervisor will be a part of a collaborative, engaged, and positive-thinking team. Due to the nature of working in a forward-thinking, smaller library, the person filling this position will have the opportunity to pursue projects tailored to their personal interest as related to library services.

This is a full-time, salaried position. Hours will include some Sunday hours during the school year.

Qualifications

Experience: A minimum of one to two years working with patrons in a library setting is required; highly desirable three-five years of experience working directly with patrons in a public library. A minimum of two years of supervisory experience and training staff is required.

Education: A minimum of a bachelor's degree is required.

Basic technology competency is required; advanced tech skills are a bonus.

Salary and Benefits

This is a Grade 1 position with a salary range of \$53,925-\$67,407. This position begins with the benefits of two weeks of vacation time, sick time, and three days of personal time annually. Health, vision, dental, and life insurance are available through the town.

How to Apply

Please send a cover letter and resume to library director, Pamela Gardner, at pgardner@minlib.net by Monday, November 4, 2019. Contact information for three professional references will be requested upon invitation to interview.