



## Redford Township District Library invites applications for the position of **Circulation Supervisor**

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The Redford Township District Library (Redford, MI) believes in connecting our customers with the books they love, information they need and the world they live in. With over a quarter-million check-outs annually, RTDL is currently welcoming applications for a part-time Circulation Supervisor. We are looking for someone to join our team who can help us serve the community through great customer service at the most visited desk in the library.

Here's what you'll need to be:

- Tactful at leading and motivating a team
- Proficient in working with computers
- Energetic with a passion for providing excellent customer service

This is a 35-hour-per-week position which offers paid time off.

If you are interested, please read the job description attached and email your resume and application to:

Garrett Hungerford, Library Director  
[ghungerford@redfordlibrary.org](mailto:ghungerford@redfordlibrary.org)

Link to Application: [http://redfordlibrary.org/images/pdf\\_Home/rtdl\\_employment\\_application.pdf](http://redfordlibrary.org/images/pdf_Home/rtdl_employment_application.pdf)

**Job Title: Circulation Supervisor**

**Status: Non-exempt**

**Starting Wage: \$18.15 - \$25.25**

**Hours: 35 hours per week (includes some evenings, Saturday and/or Sunday)**

**Supervisor: Library Director**

**Posting Date: June 20<sup>th</sup>, 2017**

**Closing Date: July 5<sup>th</sup>, 2017**

### **Job Summary**

The primary responsibility of this position is to oversee 13 part-time circulation staff employees and manage all aspects of the circulation desk.

### **Examples of Work**

- Supervise day-to-day operations of the circulation desk.
- Schedule circulation and shelving staff
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

### **Minimum Training and Experience**

- Bachelor's degree or equivalent combination of training and experience
- Previous library circulation experience
- Knowledge of SiriDynix Symphony ILS

### **Other Requirements:**

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.