



**LAKE VILLA DISTRICT LIBRARY**  
**Job Description**

JOB TITLE		DEPARTMENT	PAY GRADE
Assistant Circulation Manager		Circulation Services	7
CLASSIFICATION	SCHEDULE	REPORTS TO	
Full-Time Exempt	37.5 hours per week including daytime, evening, and weekend hours	Head of Circulation Services	

**POSITION SUMMARY**

Under the supervision of the Head of Circulation Services, this employee assists with managing the operations of the Circulation department staff. Also serves as department person-in-charge in the absence of Department Head.

**ESSENTIAL RESPONSIBILITIES**

- Assists with hiring and supervision of Circulation Department staff.
- Oversees and maintains scheduling of Circulation Department staff to ensure appropriate coverage within department.
- Advises Department Head on matters related to departmental operations.
- Assist in identifying, developing and implementing overall strategy of the department, including goals and objectives.
- Cultivates and fosters a team environment, encouraging collaboration, communication and exchange of ideas.
- Represents the library in handling patron complaints and disputes in matters pertaining to the circulation of library materials.
- Provides accurate, friendly, and courteous service and assures a positive library experience.
- Greets patrons and visitors and directs them to appropriate areas of the library.
- Conducts necessary training and coaching; develops and implements continuing education opportunities.
- Attends and participates in job related meetings and continuing education opportunities.
- Reviews and approves timekeeping records of Shelving staff.
- Assists with preparing and administering performance evaluations for Circulation staff.
- Oversees functions of the automated material handling system.
- Maintains procedure manuals for Circulation Services.
- Prepares reports and maintains and analyzes statistics.
- Works at circulation desk as needed.
- Performs other duties as assigned.

**KNOWLEDGE / SKILLS / ABILITIES**

- Commitment and desire to provide excellent service to library patrons.
- Ability to deal courteously and diplomatically with the public.
- Ability to maintain confidentiality and exercise discretion with patrons and staff.
- Knowledge and understanding of library circulation procedures.

## Assistant Circulation Manager

- Ability to set priorities and use good judgment in making decisions.
- Ability to manage, train and motivate staff.
- Ability to communicate clearly and effectively.
- Ability to comprehend oral and written instructions.
- Ability to follow directions and complete tasks.
- Ability to establish and maintain harmonious working relationships.
- Knowledge of library resources, practices, policies, and procedures.
- Knowledge of integrated library systems (ILS) and automated material handling systems.
- Ability to use keyboard, computer, cash register, integrated office software and other electronic devices.
- Supports LVDL's mission and demonstrates a commitment to the library's strategic plan.

### QUALIFICATIONS

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- Bachelor's degree preferred OR Associate's degree with two years library related experience.
- Two years customer service experience preferred.
- Two years supervisory experience preferred.
- Ability to work daytime, evening, and weekend hours.
- Ability to speak other languages desired.
- Access to transportation.

### Physical Requirements (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, talk, and hear.
- Ability to read, write, and communicate fluently in English.
- Frequently entering data on a keyboard and reading computer screens.
- Frequently standing/sitting at and using a computer.
- Physical ability to stand for extended periods of time.
- Ability to move from one area of the library to another area.
- Ability to bend, stoop, kneel, and stretch.
- Physical dexterity to reach shelves of various heights.
- Ability to lift and carry items up to 20 pounds.
- Ability to push items of 150 pounds or higher while utilizing a cart.
- Ability to perform repetitive hand motions for extended periods of time.
- Visual acuity sufficient to read various font sizes.

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### ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

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Employee's Signature

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Date