

Loudonville Public Library - Job Posting

Circulation Manager

The Loudonville Public Library is currently accepting applications for a **Circulation Manager**.

Under the general supervision of the Director, the Circulation Manager is responsible for all Circulation department operations and staff. The Circulation Manager will also have direct involvement with the 24-Hour Library Kiosk, including training employees on the unit, restocking it, and troubleshooting it. The Circulation Manager works alongside Public Services staff to provide high quality service to library patrons.

Qualifications:

- Master's Degree in Library Science (MLS/MLIS) from an ALA accredited university/program preferred, with one to two years library experience. Or combination of education and experience in related fields to provide the necessary expertise.
- Genuine enjoyment interacting with and providing customer service to patrons of all ages
- Library experience preferred.
- Supervisory experience preferred.

Knowledge of:

- Library policies, procedures, and techniques (may be acquired after hire)
- Dewey Decimal Classification System
- Working knowledge of the Internet, current Microsoft Office Programs, working knowledge of computers with the ability to create and use spreadsheets and use email.
- Working knowledge of office equipment (projectors, printers, copiers, fax machines, microform readers, tablets)
- Comfortable with social networking tools and current technological trends

This position is 32, up to 39 hours per week. The Circulation Manager is required to work a flexible schedule, including evenings and weekends. Work is mostly performed in a Library setting, along with working at the 24-Hour Library Kiosk.

Hourly Rate: \$18.12 up to \$28.12/hour.

Benefits: Insurance eligibility, paid vacation, sick, and personal time, 7 paid holidays etc.

Application Procedure:

Apply by submitting a completed library application and resume to Melissa Mallinak, Director of the Loudonville Public Library, 122 E. Main Street, Loudonville, OH 44842 (director@loudonvillelibrary.org). Forms and official job descriptions may be obtained from the Library's Public Services Desk and from www.loudonvillelibrary.org. Incomplete applications and those not submitted as requested cannot be considered. Loudonville Public Library is an Equal Opportunity Employer.

Deadline for Applications: Applications will be accepted until the position is filled. Interviews will be scheduled as soon as possible.

External Post Date: 4/1/2024