

POSITION DESCRIPTION
CULVER-UNION TOWNSHIP PUBLIC LIBRARY

POSITION: Circulation/Adult Services Manager

DEPARTMENT: Adult

WORK SCHEDULE: As Scheduled

JOB CATEGORY: PAT (Professional, Technological, Administrative)

DATE WRITTEN: February 2018

DATE REVISED: April 2022

STATUS: Full-time

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Culver-Union Township Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Circulation/Adult Services Manager for the Culver-Union Township Public Library (CUTPL), responsible for overseeing department operations and assisting the public.

DUTIES:

Oversees and schedules department personnel and volunteers, provides circulation and reference services to the public, plans and presents library programs for adults, assists in maintaining and developing the adult collection, and performs circulation desk duties as needed.

Oversees circulation desk activities and personnel, including maintaining proper staffing levels, interviewing department candidates with the Director, making hiring recommendations, providing orientation and training for new hires, assigning work, providing ongoing department training on relevant library service topics, and informing department staff of organizational developments.

Collects and records department statistical data and prepares monthly statistical and narrative reports for the Director.

Assists patrons with general circulation and reader's advisory services, assures prompt, appropriate response to patron questions and concerns, and assists patrons with evaluation and use of print, electronic, microform, and other resources.

Performs administrative functions within Evergreen Indiana software, including, but not limited to, merging patron accounts, maintaining accurate billing, maintaining circulation modifiers within the circulation matrix for the adult collection, and creating and running reports.

Processes overdue notifications, follows procedures for handling overdue and lost materials issues and collection agency referrals.

Oversees transit of Evergreen Indiana materials requests, documents and follows through with associated patron and transit damage. Coordinates with Evergreen Indiana representatives and/or

delivery drivers regarding library closures and issues with service.

Produces instructional materials to aid patrons in their use of Library resources (Libby, Ancestry.com, Indiana Digital Library, etc.) and provides both formal and informal instruction for patrons as needed.

Provides reference services related to local history and genealogy and oversees the library's obituary digitization project.

Plans, develops and implements programs and events for an adult audience, including summer and winter reading challenges, and other recurring and one-time programs that support the Library's strategic plan.

Creates and produces print materials to promote adult programs and events.

Establishes, coordinates and maintains the library's social media presence including developing a social media strategy and establishing appropriate processes and practices.

Assists in the selection and acquisition of adult fiction, graphic novels, and local history and genealogy resources appropriate for the collection.

Oversees obituary digitization project including managing project elements and training/supervising staff and volunteer helpers.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in Library Science, Liberal Arts, or related discipline. Nine (9) semester hours of required library science courses.

Indiana State public librarian's Level 6 professional certification.

One year supervisory experience.

Familiarity with and working knowledge of Evergreen Indiana Integrated Library System (ILS).

Ability to complete all required training and certifications, including Evergreen Indiana certification.

Commitment to public service and the ability to portray a positive image of the library, work well with a diverse patronage, and promote library programs and services during customer interactions.

Proficiency in using computers and related software; experience with library management system software, including cataloging systems and public interface systems, online searching, and social media.

Working knowledge of principles/practices of personnel management and ability to supervise assigned staff and volunteers.

Working knowledge/demonstrated ability in budget planning/preparation.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports.

Ability to effectively communicate orally and in writing with co-workers, Evergreen Indiana Coordinator, Indiana State Library staff, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of library records and information.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult patrons.

Ability to operate standard office equipment, including computer, calculator, telephone, copier, scanner, fax machine, and microfilm reader.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to compile, compare, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and as part of a team, often amidst frequent distractions and interruptions.

Ability to establish priorities and accomplish multiple tasks in a limited time.

Ability to apply knowledge of people, plan work projects, and manage time and resources effectively.

Ability to plan and present public speaking presentations, fundraisers, and special events.

Ability to work extended hours, evenings, and/or weekends as scheduled and occasionally travel out of town for meetings/conference, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent's duties are somewhat broad in scope, involving several variables and considerations. Incumbent exercises independent judgment in overseeing department operations, developing and

coordinating programs, evaluating data, and applying appropriate guidelines and standard practices of the profession to individual circumstances.

III. RESPONSIBILITY:

Incumbent's assignments are guided by broad policies and/or general objectives, with incumbent referring to the Director when interpretations of departmental policies, programs, or expenditures are thought necessary. Periodically, decisions are made in the absence of specific policies and/or guidance from the Director. Work is reviewed primarily for attainment of objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Evergreen Indiana Coordinator, the library's tech support team, and the general public for purposes of exchanging information and maintaining cooperative work relationships.

Incumbent reports directly to the Library Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting, standing, walking, lifting/carrying books/equipment weighing less than 25 pounds, pushing/pulling objects, keyboarding, bending, stooping, close/far vision, depth perception, speaking clearly, hearing, and handling/grasping/fingering objects. Incumbent maintains regular contact with the general public and may be exposed to difficult patrons. Incumbent may work evenings, extended hours and weekends, and occasionally travels out of town for meetings and/or conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Circulation/Adult Services Manager for CUTPL describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name