Location: Anne Arundel County Public Library
Job Title: Circulation Supervisor

Responsibilities: This is responsible supervisory, public contact and clerical work in the circulation of library materials and provision of service to borrowers. Work involves responsibility for supervising the circulation functions at a large community library and for training, scheduling, and supervising the work of circulation staff, and by extension, pages, and volunteers, in the registration of customers and the circulation of library materials, and the performance of related clerical and collection maintenance procedures. Circulation Supervisors work at the circulation desk themselves, providing prompt and courteous attention to library customers in registering borrowers, circulating library materials, collecting fines and other charges, and explaining library policies and procedures regarding the use of the library's facilities and services. Work also extends to maintaining records of materials circulated, compiling statistical data of library use, and facilitating customer access to materials. May work on system-wide or area-wide projects through participation on committees or task forces. Although the Branch Manager is ultimately responsible for all occurrences in the Branch, the Circulation Supervisor oversees the circulation desk and for intervening as necessary when problems of the application of library policies or of customer relationships arise. Work is performed under the supervision of the Branch Manager or a member of the library's professional staff using established policies and procedures.

Requirements: Graduation from a standard high school or equivalency program including or supplemented by computer training, and three years of circulation desk experience in a public or academic library setting, including two years supervisory experience.

Salary Range: $49,600 - $84,300

Application Process: Complete AACPL Employment Application Form (Refer to attachment in this announcement). Upload cover letter, resume and completed application on AACPL’s Recruitment Page (https://www.aacpl.net/about/jobs). Questions may be directed to humanresources@aacpl.net. All required application materials must be received no later than 4:00 p.m., October 18, 2023.

TIMETABLE: Candidates selected for an interview will be contacted no later than October 27, 2023. Interviews will be tentatively scheduled during the week of November 6.

Closing Date: 10/18/2023