Location: Albin O. Kuhn Library & Gallery, UMBC  
Job Title: Circulation Manager

Responsibilities: This role requires a customer-focused and collaborative individual with supervisory experience. As the head of the Circulation Department's leadership team, the successful candidate will collaborate on strategic priorities, supervision of student assistants, training goals, and policies and procedures for the department at large.

The candidate will also ensure that library services are performed safely and efficiently, and library users are served courteously, promptly, and in accordance with the Public Services Division's values of approachability, cooperation, diversity and inclusion, professionalism, and excellent quality of work.

Requirements: Bachelor's degree from an accredited four-year college or university.  
5 years of progressively responsible supervisory experience with a proven record of performance management, creating/implementing policies and procedures and accountability.
Proven ability to train, delegate, assign and evaluate staff in performing detailed procedures and specific tasks and responsibilities.
Strong skills in communication and interacting with a diverse staff in a fast-paced environment with fluctuating demands.
Ability to understand and apply principles of quality customer service, teamwork, and conflict resolution
Proven ability in analyzing and solving problems and exercising judgment in resolving or referring to special or non-routine situations.
Knowledge of the principles and organization of libraries.
Proficiency with MS Word, Excel, and Google Suite applications (e.g., mail, calendar)
Preferred Qualifications:
Experience with collaborative work with USMAI or another consortium.
1-3 Experience with training and supervising supervisors.
Experience with working in an Academic Library setting.

Salary Range: This is a Full Time Permanent Exempt Position Monday through Friday 8:00 am to 4:30 pm or 9:00 am to 5:00 pm with occasional weekend hours. Work schedule is subject to change, based on changes in library hours and/or staffing needs. Salary starts at $77,000 commensurate with qualifications and experience.

Application Process: Please apply directly at this link: http://listings.umbc.edu/cw/en-us/job/494517?lApplicationSubSourceID=11325
Please upload a cover letter, a resume or curriculum vitae and the names and contact information for three professional references, including names, email addresses and phone numbers.

Closing Date: Position Open Until Filled