



Circulation Manager

Exempt Position

Hours: 37.5 hours per week

Pay Rate: \$22.52 per hour

Title of Immediate Supervisor: Coordinator of Circulation and Customer Service

Position Summary: Under the direction of the Coordinator of Circulation and Customer Service, oversees the day-to-day operation of the Circulation Department and resolves staffing issues for the branches in emergency situations. Responsible for a full range of circulation desk functions using the integrated library system; performance of routine administrative procedures; and handling customer complaints. Directly supervises, trains, schedules and evaluates Circulation support staff.

Education: Three to five years in a public library setting required with successful progressive responsibilities and supervisory experience preferred. Degree from an accredited two or four-year college/university preferred. At the sole discretion of the Library Director, any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

APPLICATION PROCEDURE: Submit resume and three business references to the Fairfield County District Library c/o Becky Schaade, Library Director, 219 N. Broad Street, Lancaster, Ohio 43130 or email to bschaade@fcdlibrary.org by Friday, January 19, 2018.