

The Benton Harbor Public Library is seeking a Library **Circulation Supervisor**. This position will be front of the house, and is best suited to someone who loves working with people and has strong customer service skills. This is a full time (37.5 hours) a week position with a starting rate of \$17.00-\$20.00/hr depending on experience. Other benefits include paid time off and the ability to participate in the library's Retirement Plan.

This person will work directly under the supervision of the Head of the Adult and Junior Departments and the Director.

Job Duties:

- Waits on patrons at the circulation desk and is able to perform all clerk duties as necessary.
- Check library application forms against data entry that is completed by other circulation staff.
- Train and supervise circulation staff.
- Works together with the Head of the Adult Department to order books for the collection
- Reconcile cash drawer.
- Resolve disputes with patrons concerning overdue, lost and damaged items, directing unresolved issues to the Library Director or designee as necessary.
- Oversees printing and mailing of overdue lists.
- Enters department schedules into the online calendar.
- Is in charge of the development and creation of displays.
- Acts as the point person for Inter-library loan requests (through MelCat and OCLC).
- Maintains the library's magazine subscriptions.
- Works with the Adult Programming person to develop passive programming in the Adult Department.
- Acts as the overall library supervisor in the absence of the Director and Department Heads.
- Other duties as assigned.

Requirements:

- Hold an MLIS (or equivalent degree from an ALA accredited program) or currently enrolled in an ALA accredited Master's Degree Program in the field of Library Science and expected to complete the program within 1-1.5 years.
- Reliable transportation.
- Must be able to perform the physical requirements of the job. There is considerable walking, bending, standing, lifting, as well as pushing and pulling carts, cleaning and maintenance, and moving equipment.

- Proficient computer and technological skills and at least two years experience using Microsoft products, multi-line phone systems, fax and copy machines, smart devices and tablets. Library software is a plus.
- Enjoys working with people and strong customer service skills.
- Excellent written and verbal communication skills.
- Superior attention to detail.

Send your resume and cover letter to Director Kat Boyer at kboyer@bentonharborlibrary.com.