

JOB OPENING

Circulation Desk Lead – Memorial Library of Nazareth and Vicinity

Nazareth, PA

www.nazarethlibrary.org/ 610-4932 x. 7

JOB SUMMARY

The Nazareth Library is looking to hire a self-motivated individual with strong communication skills to serve as our Circulation Desk Lead. The successful candidate will be responsible for assigning job task to library assistants, pages, and volunteers, training library assistants on integrated library system circulation functions, provide monthly and annual reports of circulation activity to the Library Director, oversee work schedules, and work the circulation desk. The selected candidate will work close with the Library Staff and will report directly to the Library Director.

JOB DUTIES AND RESPONSIBILITIES

- Oversee the process of checking materials in and out of the library
- Assess and update current circulation policies and procedures
- Navigate through the library's circulation software
- Manage five circulation assistants, three pages, and eight volunteers
- Collect and report monthly statistical data to the Library Director
- Train staff on circulation functionality and processes
- Serve as a resource to cover the circulation desk
- Provide excellent customer service to library patrons
- Assist patrons with basic directional and technology questions

MINIMUM QUALIFICATION

- Associate Degree in Library Science preferred but not necessary
- Two years of experience as a Circulation Assistant
- One year of library leadership experience
- Experience with Evergreen as an integrate library system (not necessary but is a plus)

WORK SCHEDULE

Part-Time: Monday- Friday, evenings, one Saturday a month, paid vacation. Must have all State required clearances.

APPLICATION PROCESS

Email resume, cover letter, and three professional references with subject line "Circulation Desk Lead" to:

Holly Bennett, Director hbennett@nazarethlibrary.org or mailed to:
Memorial Library of Nazareth
c/o Holly Bennett
295 East Center Street
Nazareth, PA 18064

Resumes accepted until November 17, 2017