

## ADRIAN DISTRICT LIBRARY JOB POSTING

**AVAILABLE POSITION:** Supervisor of Circulation Services

**WORK SCHEDULE:** 40 hours per week, including evening and weekend hours

**PAY RATE:** Starting wage is \$16.22 per hour; benefits include health insurance, retirement plan, paid time off, paid holidays

**JOB SUMMARY:** The Supervisor of Circulation Services manages the work of circulation library clerks and library pages and is responsible for overseeing all aspects of the circulation of library materials and maintenance of patron records. Acts as Librarian in Charge (LIC) in the absence of the library director. A complete job description is available on the library's website at [www.adrian.lib.mi.us](http://www.adrian.lib.mi.us).

**REQUIREMENTS:** High School diploma or the equivalent required; some college highly preferred. One year of experience working in a library; general knowledge of circulation services is preferred. Basic computer skills and working knowledge of Microsoft Office products.

The position requires a commitment to customer service excellence, including excellent communication skills in person, online, and on the telephone. The successful candidate must have the ability to accurately maintain record keeping, the ability to coordinate multiple tasks and maintain attention to detail; the ability to problem-solve and establish priorities; and the ability to establish and maintain effective working relationships with associates, supervisors, and especially with the public.

Additionally, to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; and operating assigned equipment, including computers.

**APPLY:** Submit resume with cover letter providing details of relevant experience to: Jen Wrzesinski, Library Director, Adrian District Library, 143 E. Maumee St., Adrian, MI 49221. Electronic submissions to: [jwrzesinski@adrianmi.gov](mailto:jwrzesinski@adrianmi.gov).

**DEADLINE:** Application materials will be accepted through 5 pm on Friday, May 4, 2018.

**PLEASE NOTE:** All candidates will be notified of our decision by mail or phone within 6 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

**The Adrian District Library does not discriminate in its employment practices.**