



**HIGHLAND TOWNSHIP PUBLIC LIBRARY
NOTICE OF POSITION OPENING**

Position:

Head of Circulation Services This is a full-time position that requires a combination of daytime, evening and weekend hours.

Salary:

Starting wage from \$15.11 - \$17.67 per hour based on experience. Full time benefits, vacation, sick leave, holidays, health insurance and enrollment in pension plan after one year.

Job Goal:

The Head of Circulation manages staff in the Circulation Department. This includes supervision of circulation, patron registration and account management, collection maintenance and shelving. The Head of Circulation also assists the Library Director, including but not limited to, developing policy, inventory and ordering supplies.

Primary Job Duties:

Provide excellent customer service to the public in person and over the phone
Interview, hire, train and evaluate staff in the Circulation Department
Create work schedules, monitor workflow and modify work assignments as needed
Manage employee issues that affect patron service
Library patron record and privacy management, incl. lost/damaged notification and fines
Maintain equipment inventories and purchasing office supplies
Attend meetings and training events
Assists and collaborates with Director and other Department Heads in developing or revising policies and addressing concerns
Other related duties as assigned

Job Requirements:

High school graduate or equivalent and at least 5 years of library customer service experience
Skill in computers, cash registers, fax machines, printers, copiers and scanners
Able to communicate clearly & work well with others as a cooperative team member
Accuracy and attention to detail
Respect for patron confidentiality essential as dictated by the Library Privacy Act
Flexibility in schedule a plus, work schedules are subject to change based on department needs
Serves as a liaison between Library Director and staff in Circulation Dept. Holds regular meetings and communicates by email to keep staff informed

Apply To:

Submit resume and letter of interest to bdunseth@highland.lib.mi.us or:
Brenda Dunseth, Director
Highland Township Public Library
444 Beach Farm Circle
Highland, MI 48356

Application Deadline:

Apply by 5 p.m., Friday, January 7, 2022 for first consideration.

Highland Township Public Library is a member of The Library Network and a shared automated library system. We are located ten miles east of the US-23 Hartland exit, twenty-five miles west of Pontiac, on the north side of M-59, east of Milford Road. The Highland Library is an equal opportunity employer. For further information please call 248-887-2218 ext. 110.