PUBLIC JOB POSTING

To be considered for this position, applicants must submit a cover letter and resume

POSTING DATE: August 13, 2021
JOB TITLE: Director of Circulation Services, Grade 30
LOCATION: Headquarters Library
DATE AVAILABLE: October 1, 2021
SALARY: $58,130 yearly (includes generous benefit package)

HOURS: 40 hours per week

EDUCATION: Master’s Degree in Library Science from an accredited ALA library school (or equivalent years of Circulation Experience including supervisory responsibilities). Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
- Stays informed of patron needs relating to library card services through library patron interactions and reading of current journals, websites and literature to ensure consistent quality service for all patrons
- Develops objectives and key results for Circulation Services and clearly communicates SCPL’s philosophy of Circulation Services to staff
- Participates in the interview and selection process for the Circulation Manager, Headquarters’ circulation assistants, bookmobile assistants, and library substitutes and provides guidance and coaching to them on policy, procedure and programs.
- Maintains departmental statistics and monthly reports
- Oversees scheduling of Bookmobile Services and Substitute Assistants
- Attends community meetings and builds community relationships to understand and promote Library Card Services
- Maintains the Circulation Procedures and Policy manual, helping to train staff in these areas
- Provides monthly instruction for new employee programs related to ILS and Circulation Practices
- Prepares reports as needed to evaluate services
- Represents SCPL at conferences and events related to Circulation and Library Card Services
- Promotes and coordinates annual library card registration events and programs
- Communicates with vendors for library card orders, various monthly services, and related circulation equipment and software.

KNOWLEDGE AND SKILLS:
- Master’s Degree in Library Science from an accredited ALA library school (or equivalent years of Circulation Experience including supervisory responsibilities)
- Thorough knowledge of professional library principles, procedures, materials and practices with three years of public library experience and supervisory experience
- Extensive knowledge of Circulation Services, ILS and RFID systems in a public library
- Knowledge of Interlibrary Loan procedures and practices
- Forward-thinking with the drive to set and accomplish long-term goals for Circulation Services system wide
- Excellent written and verbal communication skills
- Comfortable and proficient with technology with the ability to work with a variety of devices and equipment
- Ability to establish deadlines, monitor progress, develop reports, and facilitate communication among teams
- Strong work ethic and interpersonal and customer service skills that display a positive attitude, cultural sensitivity, and a sense of humor with the ability to interface with people from all backgrounds and age groups
- Creative, organized and flexible with the ability to exercise initiative and independent judgment
- Driver’s license valid in the State of South Carolina with the ability to drive to other libraries or community outreach

The Library accepts applications when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library’s hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.