

**Head of Circulation Services Department
Messenger Public Library of North Aurora Illinois**

Full Time or Part Time: Full Time

Hours: Full-time (37.5 Hours) / Exempt position include evening and weekend hours.

Salary: \$ 47,670

Applications received by September 30th, 2017 will receive first consideration. Position will remain open until filled.

Messenger Public Library (113 Oak St North Aurora Illinois 60542) located along the beautiful Lincoln Highway near the Fox River serving the Village of North Aurora Illinois is seeking an individual to provide overall management, leadership and support to the Circulation Services Department.

This individual will plan, organize, and implement the programs and services that meet the goals of the Circulation Service Department of the Library, and satisfy the needs of library patrons and the community.

Generous benefit package includes 9 holidays, 2 personal days, and 12 sick days per year plus additional vacation / paid time off following the first full year of service. IMRF (Illinois Municipal Retirement Fund) is included as well as medical, dental, vision and life insurance options.

Duties:

Provides consistent, gracious and friendly service to internal and external customers. Understands and enforces library policies and procedures while safeguarding intellectual freedom and patron privacy. Coordinates daily assignments and tasks for Circulation Services Staff. Prepares and submits timesheets records and reports for subordinate employees, in keeping with the policies and procedures of the library. Coordinates, supervises, evaluates, hires and trains Circulation Services Staff. Actively participates in developmental plans and customer service training of subordinate employees. Responsible for diagnosing, troubleshooting and reporting Library computer system malfunctions as needed. Works with MAGIC (soon to be SWAN May 1 2018) Computer Consortium system support as needed. Prepares and submits required records, reports and statistics in keeping with the policies and procedures of the library. Actively pursues opportunities to increase knowledge of current information, technology and library trends at the local and regional library level. Participates in professional development activities relating to areas of responsibility. Acts at Managers in Charge on weekdays, evenings and weekends as required. Member of Library Management Team. Performs other miscellaneous duties as assigned.

Minimum Qualifications:

Education: Preferred: MALS.

Experience: Minimum of five years customer service experience in a library setting. One to three years of supervisory experience.

Skills:

Office & Library. Ability to manage and prioritize multiple tasks. Knowledge of productivity suites and integrated library systems. Demonstrates strong leadership and enthusiastically cultivates positive working relationships within a team environment. Knowledge of Circulation services, principles, trends, practices and technology. Ability to incorporate technology into public services. Ability to exercise reasonable and independent judgment and discretion. Ability to analyze and synthesize data to produce new or revised processes and procedures. Ability to adapt to and effectively implement change. Ability to effectively use a variety of tablets and similar devices.

Communication: Communicates effectively in English, both orally and in writing. Speaking skills in other languages, particularly Spanish, is a plus. Ability to establish and maintain effective working relationship with staff and public. Ability to stay calm and effective in difficult situations. Ability to empathize and relate to the needs of all patrons. Ability to adapt to change.

Supervisory Responsibility:

Position has supervisory responsibility. Interview, hire, train, encourage, review work, inspire, assist, develop, counsel, evaluate, discipline and enforce library rules and policies.

Contacts:

Internal: Library staff and management team.

External: Patrons, vendors, school personnel, community organizations and personnel at other libraries.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Physical requirements include: good speaking, hearing and vision ability, lifting materials weighing up to 50 pounds occasionally and ability to rarely push carts of library materials weighing up to 100 pounds. Will require standing for prolonged periods of time.

Working Conditions:

Work is performed in a typical library environment. Full-time position which requires weekend and evening work.

Application Deadline:

Open until filled. Preference will be given to applications submitted by September 30th.

Application:

A cover letter, resume and names of three references. E-mail to Kevin Davis Library Administrator at director@messengerpl.org. Mailed: Messenger Public Library, Kevin Davis, Library Administrator, 113 Oak St., North Aurora, Illinois 60542. No phone calls or inquiries please.

The Messenger Public Library of North Aurora Illinois is an Equal Opportunity Employer.