

**Job Opening  
Circulation Supervisor  
Galesburg Public Library**

If you have exceptional leadership skills and enjoy working in a collaborative environment, then consider the opportunity of Circulation Supervisor at the Galesburg Public Library. We seek a Circulation Supervisor to manage our busy check-out desk and lead a team in providing unparalleled customer service. The job includes community outreach and home delivery services, interlibrary loans, helping patrons with a variety of questions, library card drives, and staying informed on library loan trends. A brand new facility is currently under construction and the library will move to its new location in the spring of 2024.

The Galesburg Public Library provides library service to the 30,000 residents of the City of Galesburg. Located in west central Illinois approximately 35 miles east of the Mississippi River, Galesburg is a vibrant city with the benefits of a small town. Galesburg is home to Knox College, Carl Sandburg College, the Knox-Galesburg Symphony, the Galesburg Civic Art Center, the magnificent restored Orpheum Theatre, and much more, but it is also just an Amtrak ride away from Chicago. Galesburg is a remarkable city full of history: a stop on the Underground Railroad, host to one of the Lincoln-Douglas debates, and the birthplace of Carl Sandburg.

For more information, see the complete job description below.

To apply for this position, please submit a cover letter, a current resume and contact information for three professional references to [jobs@galesburglibrary.org](mailto:jobs@galesburglibrary.org) or Noelle Thompson, 40 E Simmons St, Galesburg IL 61401. Electronic applications are preferred. Applications received by **February 24** will receive first consideration. The position will begin in the spring of 2023, but exact start date is negotiable. New and recent MLS graduates are encouraged to apply. Salary range starts at \$48,000 and will be based on experience and qualifications. Excellent benefits.

**Posted 1-26-2023**

**Job Summary:** Provide friendly and courteous service at a busy service desk by facilitating the borrowing and lending of library materials and aiding customers in finding materials and information. Oversee the department processes involving the circulation of materials efficiently and accurately. Keep the department up to date on current processes and procedures.

**Essential Functions:**

- Greet visitors to the library.
- Listen to patrons and provide friendly, helpful assistance including checking in and out library materials.
- Hire, train, supervise, and evaluate staff.
- Increase number of patron cards through community outreach and home delivery.
- Promote library card registration and circulation.
- Manage patron accounts and keep information current.
- Maintain the scheduling of meeting spaces.
- Follow library policies and procedures.
- Handle payments for fines and purchases, including credit card transactions and E-pay payments.
- Communicate with patrons regarding lost/damaged materials.
- Devise staff work schedules.
- Prepare reports and statistics.
- Provide clearly written procedures for staff.
- Pull new-to-old material.
- Weed mass market paperbacks and music CDs.
- Manage the physical quality of DVDs and audio CDs.
- Participate in AV collection inventory.
- Hold monthly staff meetings or as needed.
- Attend monthly meetings with fellow supervisors and library director.
- Write press releases and articles for social media.
- Promote library services via radio spots, social media, the library newsletter, and the library website.
- Keep current by reading journals and library related social media, attending meetings and conferences, and earning continuing education hours.
- Apply for grants and manage successful grant applications.
- Maintain positive work atmosphere by behaving and communicating in a manner which promotes good working relationships with patrons and staff.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- Bachelor's degree, MLS preferred, library experience required.
- Supervisory experience required.
- Excellent customer service skills.
- Good communication skills, both oral and written.
- Good time management skills; self-motivated.
- Ability to comprehend customer needs quickly and accurately.
- Ability to establish and maintain good working relationships with staff and public.
- Strong computer skills

**Working Conditions/Physical Requirements:**

- Able to shelve books low to the ground and six feet high.
- Able to push or pull book carts and lift lightweight materials.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*