

Circulation Supervisor

Penn State Hershey George T. Harrell Health Sciences Library

The Library Circulation Supervisor is a staff position responsible for all operational activities of the Harrell Health Sciences Library's Circulation Unit. Manage circulation, course reserves, permanent reserves, stack maintenance, distribution of ID/passwords and group study rooms. Hire, train, schedule, supervise and evaluate staff. Promote high standards in the provision of public service to faculty, staff, students and the public. Develop and implement departmental circulation policies and procedures; ensure effective use of the library's Integrated Library System and represent the library as a member of the Penn State Access Services Council. Maintain on-call responsibility off-hours to provide advice, assistance, or problem solving for part-time and/or student employees. Maintain a detailed understanding of University Libraries and Penn State College of Medicine practices, policies, and procedures. Collaborate with other staff and units to coordinate services. Provide reference assistance as needed. Develop and manage the library's wage budget for all students and part-time personnel. Determine staffing needs and develop appropriate job descriptions. Process the library's bi-weekly payroll in collaboration with the Administrative Support Coordinator. Develop and supervise library cash handling policies and procedures at the circulation desk. Collect statistics, engage in assessment and analysis, prepare reports, manage library copying and pay-to-print services. Serve as library safety officer and monitor the facility. Maintain patron circulation record confidentiality. Participate in strategic planning and projects as appropriate; serve on library and college committees. Typically requires a Bachelor's degree or higher plus one year of related experience or an equivalent combination of education and experience. Requires exercise of leadership, initiative, and independent judgment. Excellent communication, customer service, organizational and staff-training skills, good problem solving and process managements skills, good computer skills and a commitment to the values of teamwork and diversity. Supervisory, budget experience and knowledge of library information systems and tools, as well as an academic background, course work or relevant experience in the sciences are preferred. Candidate must possess the ability to work with individuals from a variety of backgrounds. The University Libraries is a multicultural environment that embraces respect and diversity. For a more complete description of the job responsibilities and requirements, and to apply, visit www.psu.jobs.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.