



CIRCULATION MANAGER JOB ANNOUNCEMENT

- DATE:** May 30, 2017
- POSITION:** Circulation Manager (40-Hour/Salary)
- SUPERVISED BY:** Assistant Director for Public Services
- GENERAL DUTIES:** The Circulation Manager supervises, trains and schedules circulation staff; participates in selection and ordering of materials; tracks delinquent patron accounts and reports to collection agency; manages library circulation functions using automated system; compiles statistical information and reports; serves as building manager.
- QUALIFICATIONS:** High school diploma or its equivalent (GED); Five years library work experience required; Knowledge of PINES and Evergreen software preferred.
- Physically able to push and pull a fully loaded cart of books; lift forty (40) pounds; shelve; bend; stretch; move around the library at a moderate to quick pace; and stand for extended periods of time.
- SCHEDULE:** Full-time forty (40) hours per week salaried position; work one night per week and work one Saturday per month. More than one evening, Saturday/weekend shift may be required.
- APPLY TO:** Administration Department
Nancy Guinn Memorial Library
864 Green Street, Conyers, GA. 30012
-or- online @ www.conyersrockdalelibrary.org

**THE CONYERS-ROCKDALE LIBRARY SYSTEM IS
AN EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORKPLACE**