

**Valley of the Tetons Library  
Job Position Announcement**

**CIRCULATION and VOLUNTEER MANAGER**

**Full time 30 - 34 hours/wk, non-exempt**

**Open through February 16, 2024**

**JOB SUMMARY**

The Circulation and Volunteer Manager works with library leadership and staff to implement circulation policies and procedures and maintain a smooth and logical flow of library circulation and volunteer operations within the library. This position oversees the daily operations of the circulation desk and ensures excellent customer service to all patrons.

**ESSENTIAL DUTIES**

- Oversee staffing at the circulation desk to maintain a professional library by using best practices to ensure professional, equal and high quality customer service to all patrons.
- Create, implement and regularly review a manual of standardized circulation procedures.
- In conjunction with the leadership team, suggest and facilitate routine training to ensure staff are well versed in all procedures pertaining to the circulation and customer service functions of the library.
- Maintain functional communication systems to keep circulation staff informed of any information needed to go out to the public.
- Gain and maintain proficiency in using SIRSI/Work Flows/Enterprise and keep staff updated on any changes to the system.
- Compile usage statistics for circulation and general library usage using workflows and other methods.
- Assist in creating and conducting standardized training and onboarding for new employees and provide general staff support related to circulations.
- Recruits, trains, schedules and manages Substitute Library Assistants.
- Maintain familiarity with services and resources offered at VTL, recommend additional options as appropriate.
- Assist the Executive team to maintain up-to-date library policies relating to circulation and train staff to integrate these policies into daily practice. Ensure that applicable policies are current and easily accessible to staff and patrons.
- Collaborates with the leadership team to create and administer volunteer opportunities, serves as volunteer liaison to VTL Friends and manages circulation volunteers.
- Ensure that circulation and general supplies are ordered in a timely manner.
- Fulfills all essential duties and has required knowledge, skills and abilities of Library Assistant position.

**KNOWLEDGE, SKILLS and ABILITIES**

- Exemplary verbal and written communication skills, tact, friendliness and a desire to work in a public service role

- Excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers
- Ability to handle multiple tasks with attention to detail, amid continual interruptions
- Self-starter that can work well independently and in a team environment
- Establish and maintain positive working relations with coworkers
- Understands the role of technology in providing library services, ability to learn and adapt to new software and equipment technologies and check in/out library materials using an automated library system
- Bending, lifting and standing for extended periods of time
- PC proficiency including Windows operating system, basic computer troubleshooting, email accounts, Microsoft Office programs and specialized software
- Interest in books and literature
- Must be willing to work at all Valley of the Tetons Library locations

### **DESIRED QUALIFICATIONS**

- Bilingual, English/Spanish preferred
- Library or equivalent public service experience with demonstrated enthusiasm and friendliness
- Strong technical skills and ability to become proficient in automated library software, catalogs and databases
- Experience in working with and managing children/youth
- College degree or three years experience working in a public setting, ideally in a supervisory role

### **WORKING CONDITIONS**

- As listed in the Library Assistant position. Link to a full description here <https://valleyofthetetonslibrary.org/employment/>.

### **COMPENSATION**

\$27-\$28/hr

All employees receive a health stipend and may be eligible for health coverage. Full time employees with a base schedule of 30 hours or more per week receive a 12% employer contribution to PERSI pension plan, holiday pay and PTO with additional leave.

Please submit a cover letter and resume to Director of Operations and Internal Affairs Savannah Wake at [s.wake@votlib.org](mailto:s.wake@votlib.org).