



## TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

### JOB DESCRIPTION

<b>Job Title:</b>	CIRCULATION SUPERVISOR	<b>Date:</b>	JANUARY 2026
<b>Department:</b>	LIBRARY	<b>Grade:</b>	6
<b>Reports To:</b>	LIBRARY DIRECTOR	<b>FLSA:</b>	NON-EXEMPT

#### **POSITION PURPOSE:**

Under the general direction of the Library Director and Assistant Director/Youth Librarian, the Circulation Supervisor will plan, direct, and evaluate the circulation department. The ideal candidate will have exemplary communication skills, the ability to lead others on the team, an interest in supporting and building a culture of inclusion for patrons of all ages, and a passion to serve the Medway community.

#### **ESSENTIAL FUNCTIONS:**

- Performs circulation desk duties.
- Maintain, update, and ensure accuracy of patron records in library system.
- Plans, organizes, assigns and directs the work activities of department staff to realize the department's work goals, to ensure the consistent application of department and library policies, procedures and guidelines, and to provide accurate, efficient and friendly services.
- Creates work schedules and prepares timesheets.
- Trains staff, new employees and volunteers regarding circulation duties. Interviews and recommends circulation staff applicants for employment, recommends employee discipline.
- Provides patron assistance and responds to questions and concerns.
- Supervises the organization, updates, and renewals of Museum Pass memberships.
- Compiles circulation records and statistics, distributes network reports, prepares monthly and annual circulation report for Director and Library Trustees; coordinates requests for all reports from library network systems.
- Troubleshoots minor multi-function printer operating problems.
- Oversees signage in the library such as closed dates and important notices to patrons.
- Sorts, distributes and processes materials from other libraries; sorts and shelves materials.
- Participates in professional development to gain additional knowledge and skills and shares new knowledge and skills with colleagues as appropriate.
- Oversee the inventory of all circulation supplies; places and receives orders as necessary.
- Assumes responsibility for closing the library one night a week.
- These duties are a general summary and not all inclusive.

#### **SUPERVISION:**

Works under the general direction of the Library Director and Assistant Director.

#### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

- ALA-accredited MLS or MLIS required.
- 2-3 years of public library experience preferred.



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- Experience in circulation or reference services.
- Experience with supervisor and automated library circulation experience.

#### **KNOWLEDGE, ABILITY, AND SKILL:**

The Circulation Supervisor must possess excellent oral, written and virtual communication skills. Requires the ability to utilize a variety of advisory data and information such as schedules, time sheets, circulation forms, lists, statistical reports, operating manuals, policies, procedures and guidelines. This role requires a strong commitment to the principles of diversity, equity and inclusion as cornerstones to excellent library service. The Circulation Supervisor will have the ability to deal with colleagues and community members courteously and tactfully as well as work successfully as the leader of or member of a team.

#### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the incumbent is frequently required to walk, sit, and talk and hear. The incumbent is occasionally required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The incumbent must occasionally lift and/or move up to 25 pounds.

#### **WORK SCHEDULE:**

The work week is 40 hours including one (1) evening per week and one (1) Saturday per month as well as attendance at special meetings and programs.

#### **WORK ENVIRONMENT:**

The work environment typically involves a municipal library setting. The employee may occasionally be required to work beyond normal business hours to attend evening meetings or department-sponsored planned events.