



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Circulation Manager</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	University Library	W/C Classification	8810 – Clerical
Reports To:	Director of Library Services	Effective Date	10/22/2019

SUMMARY

The Circulation Manager supports the daily operations of the library by providing training and oversight to the circulation staff, monitoring the circulation of books and other resources, courteously providing solutions for the various needs of the library patrons and campus community, and other administrative tasks.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the Director of Library Services in day to day operations.
- Hires, trains, and manages library circulation staff (student employees).
- Manages the circulation of items at the library.
- Communicates and enforces library policies.
- Manages the Circulation Desk, assists library patrons, and represents the library to the public and other departments.
- Processes incoming interlibrary loans and prepares outgoing loans.
- Maintains the library's appearance and manages its upkeep.
- Plans events hosted in the library (poetry slam, concerts, lectures, book sale, etc.).
- Records and deposits library income.
- Provides card printing, lamination, and audio-visual equipment rental services for other departments.
- Regular Attendance is essential

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Ability to analyze and solve problems.
- Ability to make administrative and procedural decisions and judgments.
- Attention to detail with strong organization skills.
- Ability to maintain calendars and create schedules.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, and community members of diverse academic, socio-economic, cultural, and ethnic backgrounds.

SUPERVISORY RESPONSIBILITY

- Oversee the library department student and staff employees
- Assign, plan, and oversee the work of library staff
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with company policy.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- General library experience required. Familiarity with the Dewey Decimal classification system is preferred.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook
- Must successfully pass a background investigation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There are no travel requirements for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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