



Job Title: Circulation Supervisor
Pay Rate: \$11.8237 /hr
Department: Library

3/20/2017

JOB SUMMARY:

Supervises the circulation activities of the library. Supervision is exercised over employees engaged in varied clerical duties such as assisting library users in obtaining library cards, paying library charges, and checking materials in and out of the library. Plans, directs, and coordinates the activities of the circulation desk to ensure coverage and quality service. Answers library users' questions and explains library circulation policies and library card rules.

QUALIFICATIONS:

- Interpret and make decisions in conformance with City regulations and department policies.
- Operate a variety of standard office equipment such as computer terminal, electric typewriter, calculator and cash register.
- Associate's Degree (AA) or equivalent from a two- year college or technical school; one year related experience or combination of education and experience
- Communicate in the English language orally and in writing
- Available to work nights and weekends on a rotational basis.

PHYSICAL REQUIREMENTS:

The employee is frequently required to sit and use hands and fingers; and make repetitive or continuous arm-hand movements, such as checking in books and operating a computer keyboard or scanner. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holiday, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, TX 78550 City Website: www.myharlingen.us