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CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 01301
Title Library Assistant VI – Circulation Manager
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, Chester Springs, PA

The Henrietta Hankin Branch Library is seeking a full-time Circulation Manager dedicated to maintaining and enhancing the high standard of information and customer service established by the Library.

Responsibilities: Manage all day to day operations of the Circulation Department at the Henrietta Hankin Branch Library, including supervising four full time and eleven part time Circulation and Processing staff members, as well as Circulation Department volunteers. Provide direct circulation services, resolve borrower questions, and address any issues that may arise in a manner that reflects the library's core values and principles of quality customer service. Develop and implement appropriate circulation procedures, manage staff selection, training, and supervision, and maintain fiscal control. Settle daily receipts, complete weekly deposits, and prepare circulation reports accurately and on time. Monitor and order library supplies. Serve as Person in Charge on a rotating basis. Regularly attend and participate in appropriate committees and library management meetings, developing and monitoring progress on annual goals and objectives. Perform other duties or special projects as required.

Requirements: This position requires a Bachelor's degree from an accredited college or university, or equivalent combination of education and experience. Excellent oral and written communication skills and a demonstrated commitment to public service are essential. PC proficiency including Internet, email and Microsoft Office skills is required. The successful candidate will be accurate and detail oriented and possess outstanding organizational skills. Supervisory experience and a knowledge of public library service and operating principles is preferred.

Physical abilities: Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Full Time / Exempt

Salary Information: \$51,971.24 Annually

Shift: Hours will vary by week, including nights and weekends.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 4/27/2022

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698