

Part-Time Circulation Manager  
Oradell Free Public Library (Oradell, NJ)

The Oradell Public Library is seeking a part-time energetic and extroverted individual to serve as Circulation Manager starting as soon as possible.

The position requires innovation and versatility in helping patrons of all ages as part of a team committed to exceptional patron service and community engagement. The position requires excellent communication skills, including the ability to help patrons use the library's resources. We are looking for an individual eager to collaborate on projects with other library staff, and provide services to people and organizations within our community.

Responsibilities include:

Management

- Supervises and trains the adult circulation staff while working in the adult department in conjunction with the Adult Services Librarian.
- Schedules staff working on the adult circulation desk.
- Reinforces customer service values and practices with the part-time staff in their interactions with library patrons and each other in conjunction with the Adult Services Librarian..
- Attends offsite BCCLS circulation meetings and participates in BCCLS webinars, surveys, and on-line discussions regarding circulation issues.
- Oversees the delivery system and participates in the courier team which is responsible for the processing of incoming and outgoing materials.
- Assist the Director in interviewing new part-time desk assistants and pages for the adult department in conjunction with the Adult Services Librarian.
- Provides the Library staff with monthly BCCLS-supplied statistics on adult circulation activity and library door counts.
- Participates in and makes circulation reports at all library staff meetings.

Circulation and Customer Service

- Serves at the adult circulation desk as required and answers reference-type questions.
- Directs patron concerns to other library departments and other BCCLS libraries as needed.
- Interprets both BCCLS and library policies for patrons.

Experience and Education Required:

- A minimum of three (3) years working in a BCCLS library or equivalent.
- High school diploma or equivalent; college degree preferred.

- Working knowledge of the BCCLS system.

This position is twenty-five (25) hours per week including one evening and weekends, as needed. Reports to Director. Hourly wage commensurate with experience.

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with "Circulation Manager - <YOUR NAME>" as the Subject line to [oradelllibrary@gmail.com](mailto:oradelllibrary@gmail.com).