



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: LIBRARY CIRCULATION SUPERVISOR

DEFINITION: Under direction, directs and coordinates the operation of a system-wide library circulation service.

EXAMPLES OF DUTIES:

- Plans, organizes, directs, and coordinates the work of a large group of clerical personnel engaged in checking library material in and out, registering new patrons, processing reserves and overdue notices, shelving books and reading shelves;
- Confers with personnel regarding circulation service requirements and problems and recommends improvements in policies, methods, procedures, forms, and utilization of personnel;
- Prepares work and vacation schedules and ensures adequate relief for clerical personnel assigned to branches;
- Trains, assigns and evaluates all new clerks and pages;
- Adjusts difficult complaints from patrons regarding fines and circulation rules;
- Processes inter-library loans;
- Performs other related duties as required.

HISTORY:

Approval/Adoption Dates: 07/23/76