

Position Description

Title:	Library Circulation Supervisor
Department:	The Peter Jay Sharp Library
Reports To:	Director of Library Services
Supervises:	Student circulation desk workers
Internal Contacts:	Staff, Students, Faculty
External Contacts:	n/a
Employment Status:	Full-time; Non-exempt
Salary Range:	\$47,000 - \$50,000

Position Summary:

The Library Circulation Supervisor is responsible for management and oversight of front-of-house operations and maintenance.

Domains:

- Hire, train, schedule, and supervise approximately 15 part-time and work-study student workers for the circulation desk and shelving duties.
- Supervise and coordinate all Library circulation procedures, including maintenance of the patron database.
- Maintain library stacks, including the timely shelving of new and returned items.
- Supervise photocopier services, including simple maintenance tasks and communications with Copy Services and IT as required.
- Keep the public computers in good operating condition, involving IT where necessary.
- Process course reserve materials.
- Provide reference service approximately 5 hours per week; cover the circulation desk up to 20 hours per week or as required; assist with shelving as needed.
- Perform other duties as required.

Job Requirements:

- Supervisory experience
- Excellent organizational and communication skills
- Facility, or the ability to acquire it, with library circulation software (Sierra) and staffing software (Libstaffer), as well as familiarity and comfort working with technology
- Classical music background preferred; at least one college degree in music preferred

Contact Information:

Email letter of application and résumé, including three references, to:

pcaleb@msmny.edu

Peter Caleb, Director of Library Services, Manhattan School of Music

No phone calls, please.

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