

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

"Enriching the Lives of the Community Through a Good Library Experience"

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Job Title: Head of Circulation

Department: Circulation

Reports To: Library Director

Employment Status: Full Time, Not Exempt

Weekly Work Hours: 37.5 Hours

Pay Rate: \$27.05-\$28.12

Benefits: IMRF participation; Paid Sick, Vacation, Personal, and Holidays

Major Medical, Dental, Vision, and Life benefits

General Summary: Under the supervision of the Library Director, the Head of Circulation organizes and manages the Circulation Department which involves direct & indirect service to all ages of the public at the Circulation Desk. Being at the front line of customer contact, this manager will ensure that the department is trained in and understands the importance of excellent customer service and understands how to determine customer needs. This position will supervise, and manage all staff and services within the Circulation department; as well as work with the Library Director and the administrative team, to support and facilitate the library's mission and strategic plan.

Responsibilities and Job Functions:

- Supervises staff which includes: Maintain scheduling/ department staffing coverage; prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; coordinating and tracking continuing education of staff; ensuring that employees follow policies and procedures; fostering creativity; troubleshooting scheduling and other departmental situations that arise, providing support for staff as needed and working with administration on decisions regarding the hiring, evaluation and discipline of staff; Assists in developing policies, goals, and objectives in coordination with the Library Director;
- Regularly spends shifts at the public service desk
- Runs and manages all circulation reports and analyzes data to help determine library services.
- Oversees the operation of the ILS and serves as the SWAN contact for circulation and interlibrary loan.
- Point person for managing patron account information, and collection issues dealing with library fees.
- Prepares a monthly department report for the Board of Trustees.
- Attends community events as designated by the Library Director.
- Requests supplies and other materials for the department; Oversees dedicated budget expenditures
- Provides friendly, courteous and accurate service to all users.
- Keeps updated on library trends, and other technological and social trends that may impact library service.

- Works with staff and administration to develop and implement departmental long and short term goals.
- Contributes to the management team in a collaborative atmosphere and serves as a “Person In Charge” as needed
- Prepares a monthly department report for the Board of Trustees
- Attends professional development and continuing education offerings as relevant
- Performs other duties as assigned

Qualifications and Requirements:

- Ability to work independently and as part of a team.
- Ability to prioritize the work of the department, and to have the flexibility to adjust work when necessary.
- Knows and understands the library’s policies and procedures, and enforces them equitably and consistently.
- Understands the role of technology and how to translate its many functions for use in the library.
- Ability to lift 25 pounds. Frequently move about inside the office and public work space to access equipment, assist patrons, push carts, shelve material, etc.
- Ability to work effectively with both external and internal stakeholders
- Ability to communicate effectively both orally and in writing with staff and community members
- Ability to uphold and enforce library policy and procedures
- Ability to exercise good and professional judgment, using discretion and tact as needed
- Capable of implementing change and streamlining procedures
- Must be able to travel for outreach and training events.
- Must have reliable transportation and vehicle insurance
- Must have the ability to have a flexible schedule. Up to 2 Saturday’s per month, up to 2 evenings per week.

Education, Experience and Training:

- LTA Certification or Associate’s Degree with 7 years relevant experience and 5 years managerial/supervisory duties.
- Experience working with the public.
- Familiarity with and ability to use basic library computer resources including, but not limited to: Microsoft Office (Word, Excel, PowerPoint, and Publisher), integrated library systems and various library related vendor software (ordering, email etc.)

Working Conditions: Work is performed in a typical library environment or a similar off-site setting, occasionally an outdoor setting.

Deadline: November 15, 2025

Please submit your Cover Letter, Resume, 3 References **VIA EMAIL** to:

Laura Van Cleve, Library Director

vanclevel@richtonparklibrary.org