

## **Circulation Manager Job Posting**

### **Position Definition**

The Circulation Manager is responsible for managing the operations of a circulation department in a fast-paced, high-volume public library. This includes directly supervising 10-12 part-time staff. This is a full-time position, 35 hours per week, with a schedule that includes evening and weekend hours as needed.

The successful candidate will have experience working in a public library setting and at least 2 years' experience supervising staff. They should demonstrate an aptitude for working within a team environment, willingness to both develop and enforce library policies and procedures, and a positive attitude towards the flexibility and empathy required in a public service position.

### **Qualifications**

- Two years of previous supervisory work in a customer service setting
- Demonstrated experience in and understanding of public library circulation services
- Ability to communicate effectively, patiently and courteously with library customers
- Ability to model high quality customer service skills
- Knowledge of supervisory methods including work delegation, scheduling, training, evaluating performance, maintaining morale, and problem solving
- Ability to relate effectively to library co-workers
- Ability to prepare clear and concise reports
- Must have competent computer skills and searching ability to utilize automated library circulation systems, online databases, internet, and office applications

### **Salary and Benefits**

Salary is commensurate with experience. In addition, HTFL offers a comprehensive benefits package, including health, prescription, dental, and vision insurance, as well as retirement benefits.

### **Application Process**

To apply, please submit a letter of intent, resume, and the name, title, and contact information of three professional references to [jobs@haverfordlibrary.org](mailto:jobs@haverfordlibrary.org) by **May 1, 2026**. A complete job description is available on our website at:

<https://haverfordlibrary.org/about/jobs>