



RECRUITMENT ANNOUNCEMENT

Circulation Supervisor Troy Public Library

Date:
January 3, 2014

Starting \$40,438 – 50,547/yr
with growth opportunities to \$60,655/yr

Closing Date:
January 17, 2014
4:00 p.m.

DUTIES (Not All-Inclusive)

Leads the Circulation Division and reports to the Library Director. Supervises, trains and evaluates staff. Manages day-to-day operations, manages staffing levels and develops work schedules for employees in the division. Participates in interviews and assists with hiring selections for the division. Monitors and reviews circulation processes and technology and recommends and/or implements changes as needed. Utilizes library and technology systems to provide efficient service. Performs related duties as required.

REQUIREMENTS

Open Competitive Applicants:

- Bachelor Degree in Business Management or a related field. Applicants with an Associate Degree may be considered if they have significant related work experience. Must submit proof of degree at time of application and official transcripts at time of interview.
- Two (2) years of recent, full-time paid work experience at the level of Library Assistant or higher in a public library, including at least one (1) year of recent, full-time paid (library or non-library) supervisory experience. Part-time experience credited proportionately.
- Experience must include public library circulation experience using an automated system.
- Prefer proficiency with Microsoft Office applications and the internet.
- Applicants with an *equivalent combination of training and experience* will be considered.

Promotional/Transfer Applicants:

- Bachelor Degree in Business Management or a related field. Applicants with an Associate Degree may be considered if they have significant related work experience. Must submit proof of degree at time of application and official transcripts at time of interview.
- One (1) year of recent, full-time paid work experience at the level of Library Assistant or higher at the Troy Public Library, including one (1) year of recent, full-time paid (library or non-library) supervisory experience. Part-time experience credited proportionately.
- Applicants with an *equivalent combination of training and experience* will be considered.
- Present City of Troy employees who meet the above requirements, have completed their probationary/review period and whose most recent performance evaluation was satisfactory may apply.
- **Applicants who are current City of Troy Library employees but have not completed their six (6) month review period will also be considered if they meet the Open Competitive requirements.**

EXAM - The exam process will consist of:

<u>TYPE</u>	<u>WEIGHT</u>
Training and Experience	30%
Interview	<u>70%</u>
	100%

SPECIAL INSTRUCTIONS

- Your application is part of the examination; be sure it is complete. You may attach a resume, however, all information requested on the application form must be completed (i.e., writing “see resume” is not sufficient)
- Only the best-qualified applicants will be invited to the interview.
- Applicants will be notified of date and time of interview.
- Applicants must receive at least a score of 70 on each portion of the exam to be placed on the eligible list.
- Persons, who within 6 months prior to the deadline of this announcement, have applied for this classification and failed any portion of the examination may not apply under this announcement.
- As a condition of employment, the successful candidate must pass a pre-employment physical including drug screen.

APPLY

Applications are available at the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084 or you may call (248) 680-7296 or write. Applications are also available online at www.troymi.gov.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services.

If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.