



Canton Public Library Job Posting

CIRCULATION SERVICES SUPERVISOR

Join the Canton Public Library as the new Page Supervisor! This full-time role supervises our team of dedicated pages, oversees our Sorter room, and keeps our shelves looking sharp.

SCHEDULED HOURS AND COMPENSATION

- Full Time — thirty-seven and a half (37.5) hours per week
- \$57,800-\$70,800 per year
- Paid vacation accrual with one week's vacation available upon hire
- Annual sick leave allowance
- Personal business days
- Paid holidays: nine official holidays plus three discretionary holidays and your birthday
- Health care coverage, prescription coverage, dental insurance, vision reimbursements, long- and short-term disability, term life insurance
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee
- Defined contribution retirement plan with matching funds up to 5% of salary per year

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **9:00 PM on Monday, April 14, 2025** will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

FULL JOB DESCRIPTION

POSITION SUMMARY

Under the management of the Circulation Services (CS) Department Head, the Circulation Services Supervisor is responsible for all functions pertaining to their designated workgroup; Circulation, Page or Technical Processing. The nature of the work requires evening and weekend hours. This is a regular full-time position and is exempt from overtime under FLSA guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- As assigned and under the direction of the CS Department Head, assists in recruiting, interviewing and selecting CS personnel. Coordinates intake and assigns mentors to new hires within their designated workgroup.
- Responsible for training, supervision, scheduling, evaluation and discipline of designated workgroup.
- Prepares and delivers annual performance evaluations of staff within their designated workgroup in coordination with the Department Head.

- Directs designated workgroup staff in daily operations; creates schedules, prioritizes workloads, assigns daily tasks and approves attendance records.
- In collaboration with other Circulation Services Supervisors, ensures adequate coverage of weekly schedule. Resolves staffing concerns and reports resolutions to the Department Head.
- In the absence of fellow supervisors or as instructed by the CS Department Head, directs other CS workgroups in daily operations following established procedures, coordinating staffing as needed.
- Schedules, communicates with, and supervises the attendance of any assigned volunteers.
- Creates, interprets and adapts departmental and/or workgroup procedures to meet internal needs.
- Records data concerning work assignments and prepares periodic reports.
- Compiles and maintains statistical data; prepares reports as requested by the Director or Department Head.
- Liaises with representatives from other departments/workgroups regarding tasks/projects that affect those related departments/workgroups.
- Negotiates with internal and external parties/vendors to resolve disputes.
- Creates and proposes budget requests to the CS Department Head, and works to stay within the established budget. Maintains inventory control of department and/or workgroup specific supplies.
- Participates in the development of long and short-term plans for the workgroup, CS department and the organization. Recommends changes to library policies to administration.
- Serves on workgroups/committees and participates in initiatives as assigned, both within the library and with outside entities, partners or associations.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
- Assists patrons as needed; supports staff in resolving patron-related issues that have been elevated.
- Enforces library policies using a polite and professional approach. Writes detailed, clear and concise incident reports, obtaining case numbers in the event of police involvement.

REQUIRED QUALIFICATIONS AND SKILLS

- Associate's degree or equivalent combination of education and experience.
- One year of experience in general office work or demonstrated proficiency with the most widely-used features of Microsoft Office applications, the internet and common office equipment.
- Prior experience with supervision or project management.
- Excellent interpersonal skills, including the ability to deliver tactful and decisive written and verbal communications regarding policies, procedures and performance issues to an audience not always receptive to the information being communicated.
- Ability to maintain confidentiality of private and/or sensitive information. Uses discretion in handling confidential library matters.
- Excellent understanding and application of public library practices. Working knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to adapt to changing circumstances; prioritizing duties and workload according to time requirements and importance.
- Punctuality and dependability.
- Consistent display of public service attitude that reflects the library's values.

PREFERRED QUALIFICATIONS

- One year of experience in a customer service environment.
- One year of experience in supervision.
- One year of experience in a public library.
- Familiarity with Innovative Interfaces Inc.'s Sierra ILS, MARC records and fielded data.
- Prior experience negotiating with vendors.

ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.