



Position Available - Full-Time Circulation Manager

Mercer County District Library – Celina —35/hours/week

Description: We are seeking an enthusiastic individual who has the supervisory and communication skills to lead and manage staff. The successful candidate will be in charge of the day-to-day running of our busy Circulation Department, and responsible for maintaining and enhancing the high level of service we provide to our community. The Circulation Manager schedules and supervises the Circulation staff. This individual will also assist in hiring and will provide training for new employees. The Circulation Manager will work alongside Circulation staff in providing excellent customer service to the public.

The ideal candidate will be able to problem solve, will have sound decision making skills, be able to resolve issues in an environment supportive of change, and be an essential member of the management team at the Mercer County District Library.

Qualifications: Bachelor's degree or equivalent experience required for this position. Ability to work days, evenings, and weekends is also required. A MLIS degree is preferred, as is supervisory experience. Prior data entry and computer experience is also required.

Deadline: 9:00 p.m., August 30, 2017.

Hiring range: \$12.68 – \$14.34 per hour. Excellent Benefits.

Please email a letter of interest, resume, completed job application and the names and contact information of three professional references to Elizabeth Muether at contact@mercerlibrary.org.

No phone calls, please.

Copies of the job application and complete job description are available at MercerLibrary.org/about/employment