

**Maywood Public Library District**  
Job Description

**Position Title:** Head of Lending Services

**Position requirements:** Non-exempt

**Reports to:** Library Director

**Essential Functions:** Responsible for the supervision of the circulation staff and the oversight of the day-to-day responsibilities of the circulation department.

**Responsibilities/Duties:**

- Supervise Lending Services staff and day to day duties
- Interpret policies and procedures as established by the Library Director and Board of Trustees
- Establishes procedures that implement operational policies for the Lending Services Department.
- Create statistical reports for circulated materials and new patrons.
- Attend ILS conferences, workshops, seminars and classes to maintain knowledge of the changing in technologies and circulation procedures
- Works at circulation desk
- Collects monies records amount properly.
- Performs other tasks as assigned

**Qualifications for appointment:**

- LTA (Library Technical Assistant) certificate or a minimum of 2 years college
- Two years library or public service/customer experience
- Two years supervisory/managerial experience
- Intermediate to advanced computer skills
- Commitment to providing excellent customer service
- Ability to exercise judgment/discretion when dealing with public/staff
- Available to work evening and weekends as schedule requires
- Ability to work as a member of a team
- Must be able to bend & stoop, reach up to 70", stand at length, and lift up to 50 lbs. with or without reasonable accommodation

**Date:** August 2022