

Vacancy Notice

Main Library Circulation Manager

The Fort Smith Public Library has an opening for a full-time **Circulation Manager** at the Main Library. This individual works under the supervision of the library director and assistant director to provide strong and creative leadership of the FSPL's Circulation Department and Dewey's Cafe.

The Circulation Manager is responsible for coordinating, supervising, and performing duties for all aspects of the Circulation Department including circulation, interlibrary loan, and meeting room scheduling; interviewing, selecting, training, supervising, mentoring, and evaluating full-time and part-time staff; reconciling daily receipts and making bank deposits; planning programs for adults; and providing notary service. The manager of Dewey's Café also reports to the Circulation Manager. As a member of the library's leadership team, the Circulation Supervisor also works with other department heads and the library director on library-wide projects, issues, and initiatives.

This individual must possess a friendly, positive demeanor, be comfortable in a fast-paced, dynamic environment, enjoy and appreciate diversity of all types, and be a proven team leader. Must be computer literate and comfortable with computers and technology. Must be able to train and supervise staff. Must be a quick learner and able to express oneself clearly orally and in writing. Must demonstrate a positive attitude toward library staff and the public and be able to positively represent the library in the community. Must be confident and secure in interacting with library customers under all circumstances. Must meet the requirements to become a notary for the State of Arkansas.

Routine work schedule is 9 a.m. – 5:30 p.m. Monday through Friday. One weekend rotation every 4 weeks is required. Occasional evenings and weekends may also be required to cover staffing or programming needs.

Required: bachelor's degree from an accredited four-year college, demonstrated management experience, and familiarity with and enthusiasm for the role and responsibilities of the public library in the community.

Desired: a master's degree in a library or related field; at least one year of professional library experience; and knowledge of books, reading, and literature.

This is a full-time, salaried position with a 37 ½ hour work week. Salary is commensurate with qualifications and experience and will be a minimum of \$38,500/year. The Fort Smith Public Library offers a competitive package of benefits including health, dental, and vision insurance, paid vacation, paid holidays, and paid retirement.

The Fort Smith Public Library is a city library system with a \$3.6 million budget and a 67,000 square foot Main Library and three neighborhood branch libraries. The library is a dynamic presence in the community, serving over 89,000 people in the Arkansas River Valley area of western Arkansas, a scenic region offering many cultural and outdoor activities and a low cost of living. The library offers a wide range of materials and services including books, DVDs, audiobooks, downloadable audio, eBooks, streaming video, and other digital resources, meeting space, and programming for children, teens, and adults.

To apply, send a cover letter and resume to Jennifer Goodson, Library Director, at jgoodson@fortsmithlibrary.org. Review of applications will begin August 13. Applications will be accepted until the position is filled.