

Are you passionate about library services and ready to take on a leadership role? Our library is seeking a dynamic Circulation Services Manager to oversee adult circulation and technical services. Reporting to the Director, this key position manages the Circulation department, including staff and volunteer supervision, policy development, and patron account management.

Key Responsibilities:

- Oversee daily circulation operations
- Supervise, train, and evaluate circulation staff and volunteers
- Develop and implement department policies and procedures
- Collect and analyze circulation data for reports

Key Skills and Abilities:

- Strong leadership and communication skills
- Decision-making and problem-solving expertise
- Knowledge of library operations, services, and policies

Qualifications:

- Master's in Library and Information Science (preferred)
- At least three years of progressively responsible library experience in a supervisory role

Work Schedule:

- This is a 40 hour a week position. Hours include days, one evening per week, and Saturdays on a rotation

The Village of Grafton offers a full benefits package including time off, paid holidays, life insurance, health insurance, an employee assistance program, and participation in the Wisconsin Retirement System.

The pay range for this position is \$23.55 – \$27.00 per hour depending on qualifications and experience.

If you are a proactive, team-oriented individual with a passion for delivering excellent library services, we encourage you to apply!

How to Apply: Submit your resume, cover letter and Village of Grafton application to Amanda Kloppmann at akloppmann@monarchlibraries.org by 5 pm on Monday, October 14th.