



Collinsville Memorial Library Center
408 West Main Street
Collinsville, IL 62234

Fairmont City Library Center
4444 Collinsville Road
Fairmont City, IL 62201

Historic Blum House
414 West Main Street
Collinsville, IL 62234

Last Revised: November 2025

JOB TITLE

Circulation Supervisor - Collinsville Memorial Library Center

GENERAL STATEMENT OF RESPONSIBILITIES

Under the administration of the Executive Director and Assistant Director, the Circulation Supervisor coordinates and supervises the daily circulation activities and staff of the Collinsville Memorial Library Center.

SUPERVISION

Work is performed with considerable independence under the guidance of the Executive Director and Assistant Director. Work is reviewed through regular conferences, prepared reports, observation, and evaluation.

MINIMUM QUALIFICATIONS

- Ability to speak, write, and read in English
- High school diploma or equivalent
- 5 years of library experience or equivalent
- Preferred - Library Technical Assistant (LTA) Certification or Library Support Staff Certification (LSSC)

PAY GRADE AND FLSA STATUS

This position will be paid at an hourly wage starting at \$20.05 DOQ. The position is also enrolled in the Illinois Municipal Retirement Fund (IMRF) pension. Paid vacation, sick, and Paid Leave for All Workers Act leave accrued. Optional supplemental health and liability insurance available. This is a full-time, hourly-waged, FLSA non-exempt position.

WORK SCHEDULE

The Circulation Supervisor generally works daytime weekday hours; however, evening and weekend times are required from time to time. The work schedule may be adjusted by the Executive Director or Assistant Director to reflect staffing needs.

CONTINUING EDUCATION

The Circulation Supervisor is required to attend continuing education and training opportunities relevant to the position as assigned by the Executive Director. The Circulation Supervisor will attend no less than ten (10) hours of continuing education and training opportunities per fiscal year.

Continuing education and training opportunities include, but are not limited to, library system programs, Illinois State Library programs, and in-house training.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work and communicate effectively and courteously in English with the public and library staff using clear and concise written, verbal, and nonverbal communication skills
- Knowledge of professional library principles, methods, materials, and practices
- Ability to effectively manage the performance of other staff performing circulation duties
- Skill in preparing, organizing, and maintaining files, reports, and records
- Ability to work independently under general supervision
- Ability to work with the public and staff in general and difficult situations
- Ability to complete tasks in a timely manner
- Ability to establish and maintain effective working relationships with Board members, library administrators, library staff, and the general public
- Ability to handle confidential matters with considerable tact and discretion
- Ability to follow oral and written instructions
- Ability to follow a task through to completion
- Ability to bend, stoop, lift, push, carry, stand, and/or sit with or without accommodations
- Knowledge of circulation workflows and library materials' organizational systems
- Ability to comfortably use and troubleshoot the library's circulation system software, computers, and other office machinery
- Ability to use the Internet, email, and other programs and applications
- Ability to utilize skills in any MVLD facility

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Familiar with MVLD, SHARE, and library system policies and procedures and able to make decisions in accordance with them
- Provides consistent, accurate, gracious, and friendly service to fellow staff and patrons
- Competently completes and provides guidance for circulation tasks, particularly tasks assigned to Library Clerks
- Completes daily, weekly, monthly, and annual reports to ensure the integrity of the collection
- Accurately totals and collects payment (cash, check, and credit/debit), enters it into the cash register, and makes change as needed; balances the register and secures the money drawer and deposits
- Coordinates with the Fairmont City Circulation Supervisor on districtwide projects
- Oversees the weeding and inventory of collections
- Becomes and retains certifications as notary public and deputy voter registrar
- Acts as a contact person for collection agency questions and concerns; oversees submissions to the collection agency
- Trains staff and patrons in using the online card catalog and ILS software/ upgrades
- Provides feedback in the formulation of library policies and procedures
- Evaluates and recommends new or modified services and technologies to improve services to the public
- Coordinates homebound services and collections in collaboration with other homebound coordinators
- Attends IHLS and/or SHARE meetings as needed

- Reports issues with building and grounds, patrons, or staff to maintenance staff and/or library administrators
- Oversees community service workers and volunteers
- Acts as the Blum House manager and coordinates with renters on payments, required documentation, etc.
- Assists with other duties as assigned by the Executive Director or Assistant Director

OTHER

- This job description is not intended to imply that the duties above are the only duties to be performed by the employee(s) in this position. Employees may be assigned other duties in addition to or in lieu of those described above and any duties are subject to change at any time.
- Employment is considered to be “at will.”
- Employment is contingent upon the results of a criminal background check. “Hits” listed in the background check results will be reviewed to determine if the results are directly related to relevant job or work environment matters.
- Candidates are encouraged to apply if they can fulfill the requirements and abilities with or without accommodation