



Larkspur Library
400 Magnolia Ave., Larkspur CA 94939
www.cityoflarkspur.org

THE CITY OF LARKSPUR INVITES APPLICATIONS FOR THE POSITION OF CIRCULATION SUPERVISOR

35 hours per week - \$27.00 - \$34.46 per hour

Plus excellent benefits package

Deadline to apply: open until filled. Applications received by
June 18, 2018 at 12:00 a.m. PST will be included in the first review of applications.

The City of Larkspur seeks qualified and enthusiastic candidates for this excellent career opportunity!

The Circulation Supervisor oversees the operation of library circulation and related activities; implementation and training of circulation policies and procedures; directly supervises and trains circulation staff; and provides administrative support to the operations of the Larkspur Library, a member of the MARINet Consortium. The ideal candidate is experienced in library circulation and is knowledgeable about current best practices in library operation methods, techniques, and quality standards. The ability to establish and maintain cooperative working relationships is essential for success in this position. Ideal qualities include excellent interpersonal, customer service, and written and oral communication skills and a strong interest in library services.

The Larkspur Library is a small public library located on the first floor of City Hall in the heart of Larkspur's downtown. Library services are provided by the Library Director, three professional Librarians, a Circulation Supervisor, and a Library Assistant. The Library seeks to enrich the lives of its community by providing the library resources and services needed to fulfill their informational, recreational and cultural interests. The Library acts as a responsive resource for independent, lifelong learning, provides a comfortable space and opportunities for the community to gather and connect, and fosters a love of reading in its patrons. The Library collection is comprised of 50,000 books, DVDs, audio books, and magazines. As part of the Marin County MARINet Consortium, the library shares the collections of the other five Marin County city libraries, the nine Marin County Free Library branch libraries, the Dominican University of California and the College of Marin collections. Patrons have access to a full range of library databases, and the wider library collections of surrounding California libraries through Link+.

REPORTING TO THE LIBRARY DIRECTOR, THE SELECTED CANDIDATE WILL PERFORM:

Circulation and Supervisory Duties:

- Participate in the work of library circulation as needed including issuing library cards and charging materials, processing returned materials, collecting fees, assisting patrons and trouble-shooting problems related to circulation.
- Provide high level customer service, mediate customer concerns and address any problems or needs at the circulation desk; refer the most difficult problems to the appropriate level.
- Supervise, train and evaluate the performance of library employees related to circulation activities, including extra hire and volunteers; model expected behavior.
- Serve as the lead for library circulation policy, procedures and practices; function as a resource to staff for circulation questions and issues.

Administration Duties:

- Oversee back office operations that include: ordering library supplies and equipment.
- Process daily invoices for accounts payable and manage collection of library fines and fees.
- Process various reports and documents; create marketing material for the library: signage, posters and patron

handouts.

- Maintain updates to the library's website and bulletin boards; attend City website meetings.
- Develop and recommend circulation policies, manuals and procedures to the Director, consistent with overall library and MARINet policies, and customer service goals.

REQUIRED QUALIFICATIONS INCLUDE:

At least three (3) years of increasingly responsible library circulation experience which includes significant use and knowledge of automated library systems and possession of a high school diploma. Supervisory experience or experience providing direction to staff is highly desirable, as is experience working in a public library.

SELECTION PROCESS:

It is important to complete all required application materials. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection interviews will occur during the interview process. Additional pre-employment procedures include a background check and medical examination. It is anticipated that the successful candidate will begin employment as soon as possible upon successful completion of all procedures.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should complete an online application through [CalOpps.org](https://www.calopps.org). Please search for the category "Library" on CalOpps, or follow the link below directly to our CalOpps page:

<https://www.calopps.org/city-of-larkspur>

All required applications materials must be submitted. Required materials include:

- **A completed application**
- **Resume attached in PDF format**
- **Complete answers to all supplemental questions**
- **Cover letter/letter of interest for the position attached in PDF format.** This letter should include additional information you believe would help us assess your qualifications for the job. In addition, please include how you believe this position fits into your professional development and long-term professional goals.

Inquiries may be directed to dmuchmore@rgs.ca.gov. The City of Larkspur is not responsible for failure of Internet forms or e-mail in submitting your application. NOTE: A comprehensive job description can be found on the City of Larkspur's website. Job description is currently under review.

BENEFITS OVERVIEW:

- Substantial City contributions to medical and dental insurance coverage for employees and eligible dependents.
- CalPERS defined benefit retirement, 2.0% @ 55 formula for current or "classic" PERS members; 2.0% at 62 for new members. The employee is responsible for payment of the employee share of the pension cost.
- Vision care expense reimbursement for employees.
- Paid vacation, holiday and sick leave.
- Deferred compensation, flexible spending accounts, and credit union membership available to employees.
- City-paid EAP, long-term disability and life insurance.

ABOUT THE COMMUNITY OF LARKSPUR:

The City of Larkspur is a full service municipality. We are located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. The city has a mix of commercial, residential and industrial uses. The residential population is approximately 12,000. Larkspur has a wonderful historic downtown, with shops and nationally recognized cafes and restaurants. A mix of lovely homes, condominiums and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for our residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco.

Larkspur is a close-knit community with a well-educated population. Residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are thoroughly discussed.

Accommodation: *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing dmuchmore@rqs.ca.gov upon submittal of application.*

THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER