



## Is Now Recruiting For Circulation Supervisor (Lead Library Assistant)

### EXCITING OPPORTUNITY

The Town of San Anselmo (the Town) is seeking a Circulation Supervisor (Lead Library Assistant). This is an exciting opportunity to oversee current operations and guide the future of the Library's Circulation Department; to dabble in all aspects of library work; to work with a community that is very supportive of its library; and to join an organization made up of dedicated employees that are committed to providing exceptional services to their customers and the development and growth of all staff.



### THE POSITION

Under the general direction of the Town Librarian, the Circulation Supervisor will be responsible for performing a variety of detailed clerical, para-professional, and supervisory duties, ranging from staffing the circulation desk and checking in books to planning and operating a superior Circulation Department. A top priority for this position will be completing an assessment of the current Circulation Department and identifying areas for improvement and priorities to advance the department forward.

Examples of duties include:

- Plans and oversees the Circulation Department and the completion of special circulation projects.
- Creates and/or updates Circulation Department procedures, policies, and guides.
- Collects and reviews a variety of library records and statistics and provides reports and recommendations to the Town Librarian on a regular basis.
- Plans, directs, and reviews the work of one full-time and one part-time Library Assistant. Also directs Pages and Volunteers as needed.
- Helps Town Librarian to interview and select new circulation staff and substitutes. Trains new circulation staff in library policies and work procedures.
- Creates daily schedules for circulation staff to ensure adequate circulation desk coverage. Oversees scheduling of circulation substitutes to cover all absences of circulation staff.
- Assists the public in all areas of circulation services.

- Attends regional library consortium (MARINet) meetings as the circulation representative of the library.
- Attends MARINet training to learn new procedures and update skills and trains other staff, as needed, to follow these new procedures.
- Participates in the library's supervisory team and helps coordinate circulation and reference functions.

If you enjoy working with a friendly and supportive community in a library that is warm and inviting and would like to join an organization that encourages versatility and growth in its employees this is the job for you!

A detailed job description for Circulation Supervisor can be found at [Job Description](#)



## ABOUT SAN ANSELMO

San Anselmo is America's quintessential small town, located in the Heart of Marin.

Just minutes north of the Golden Gate Bridge and nestled in the foothills of Mount Tamalpais, you'll find quaint shops, award-winning restaurants, outdoor dining, and locally owned hard-working merchants. Enjoy outdoor fun, legendary mountain biking and hiking trails, family activities...even find a dinosaur, Indiana Jones and Yoda in one of our many parks.

The Town of San Anselmo is 2.7 square miles and home to about 13,000 residents. The town is surrounded by beautiful open space areas with hiking and mountain biking trails. The Town is close to the East Bay, San Francisco, the pastoral West Marin countryside and coastal communities, and nearby wine country.

More information about San Anselmo can be found at <https://www.townofsananselmo.org/>

## THE LIBRARY DEPARTMENT

The Library Department is comprised of the Town Librarian, Adult Services Librarian, Youth Services Librarian, Circulation Supervisor, two Library Assistants, On-Call Substitutes, and Pages. **Because the Town and the Library Department have a small staff, employees must be versatile, willing to assist each other as needed and take on special projects and new assignments as needed.**

The San Anselmo Library is an historic Carnegie Library, established in 1915 which offers a charming, pleasant physical environment.

The Library Department's Mission Statement: **Serving San Anselmo residents since 1915, the San Anselmo Library provides equal opportunity access to information, high-quality book and media materials, programs, exhibits and online resources to meet the needs of our diverse community for lifelong learning, cultural enrichment and intellectual stimulation.** The Library Department strives to maintain the most up to date materials for its patrons, including new digital resources such as ebooks and



streaming movies and works collaboratively with the MARINet library consortium which is made up of nine public and academic libraries.

## THE IDEAL CANDIDATE

The ideal candidate will have experience as a Library Assistant or higher with a strong understanding of circulation operations and the ability to create a highly functioning department, based on data driven decisions, who can look at circulation operations with fresh eyes. Prior supervisory experience is a definite plus. The successful candidate will be a go getter who is organized and comfortable with technology, spreadsheets, and statistics. The ability to communicate with a wide variety of audiences (assigned staff, substitutes, other library staff, library patrons, and library consortium members) and provide clear direction with a clear vision is critical. The new Circulation Supervisor must be approachable and flexible when working with patrons, with the ability to explain library policies, but also show compassion and find creative solutions. An Understanding of ILS (Integrated Library System) is a plus. Finally, the ideal candidate will be able to organize their own work, set priorities, and meet critical time deadlines.

### Experience and Training

*The following combination of experience and training would provide the required knowledge skills, and abilities:*

- Experience: At least two years of experience in a public library setting.
- Training: Equivalent to the completion of the twelfth grade. College level courses in library technology is desirable (or equivalent course work at a college level.)

### License Requirement

- May need to possess a valid California driver's license.

## COMPENSATION AND BENEFITS

The monthly salary range for this position is \$4,146 to \$5,368, depending on qualifications.

The Town also offers an excellent benefits package that includes CalPERS retirement; coverage for health, dental, vision; life and LTD insurance; generous leave benefits; and a deferred compensation program. This position is part of the SEIU bargaining unit. Town employees contribute to Social Security.



SAN ANSELMO  
LIBRARY  
ENTRANCE TO LIBRARY

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The deadline to apply is **Monday, February 7, 2022**. To be considered for this exceptional opportunity, please complete **Town Employment Application along with your responses to the Supplemental Questions below**. Applications can be found at <https://www.townofsananselmo.org/129/Employment-Opportunities> under Human Resources, Employment Opportunities. Please email completed applications and responses to supplemental questions to: [hr@townofsananselmo.org](mailto:hr@townofsananselmo.org)

Applications and responses to supplemental questions will be screened in relation to the criteria outlined in this flyer. The most qualified candidates will be invited for interviews with the Town. A final selection will be made upon completion of comprehensive reference and background checks.

## SUPPLEMENTAL APPLICATION QUESTIONS

1. Please describe your experience working in and/or planning and organizing the circulation section/department of a library. Please include any policies, procedures, or reports you have created and any special projects you have worked on in this area.
2. Please describe any experience supervising employees, including planning/assigning/reviewing their work, creating work schedules, providing training, and/or completing performance evaluations.

SAN ANSELMO  
PUBLIC LIBRARY

AND  
HISTORICAL MUSEUM



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