

COORDINATOR OF CIRCULATION AND SECURITY (LIBRARIAN V) **(Milwaukee Public Library)**

PURPOSE: Under general guidance, the Coordinator of Circulation and Security for the Milwaukee Public Library oversees the operations of the Central Library Circulation Bureau, including the supervision of more than 70 employees. Throughout the Central Library and the twelve neighborhood libraries within the Milwaukee Public Library System, the person in this position coordinates circulation functions, registration, materials handling, and holds procedures as well as directs the Interlibrary Loan Services Program. Through direction of the Library's Security Manager, the Coordinator has responsibility for the library system's physical, personal, and materials security operations.

ESSENTIAL FUNCTIONS:

- Direct, coordinate, and evaluate circulation, registration, materials handling, holds, and related services for the Milwaukee Public Library (MPL) System.
- Supervise all Central Library staff associated with circulation responsibilities, and oversee staff development.
- Oversee stack management in public service areas of the Central Library.
- Consult with the Central and Neighborhood Library Directors on circulation policies, plans, and procedures; communicate Circulation Bureau procedures and concerns to those affected.
- Prepare the budget for the Central Library Circulation Bureau.
- Develop narrative and statistical reports relating to the operation of the Central Library Circulation Bureau.
- Oversee system wide security operations via direct supervision of the Library's Security Manager (LSM).
- Work with the LSM to develop the security budget for security monitoring and guard service at all MPL locations.
- Work with the LSM on security studies, investigations, and analyses of security problems.
- Review recommendations from the LSM, and make final decisions on proposals for administrative review.
- Serve as designee for the Library Director in representing MPL in interactions with the Milwaukee County Federated Library System (MCFLS), and act as intermediary with MCFLS and its member libraries on circulation issues at all MPL agencies.
- Direct the state-funded Interlibrary Loan Services Program, including preparing the biennial budget and serving as liaison between MPL and the State Department of Public Instruction staff.
- Serve on the Library's Administrative Team as directed by the Library Director.
- Act as Librarian-in-Charge of the Central Library as scheduled.
- ❖ *The person in this position must be willing to work a flexible schedule, including evenings and weekends.*
- ❖ *The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities and to work cooperatively as part of a team. Visit www.mpl.org for more information about the Milwaukee Public Library.*

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MINIMUM REQUIREMENTS:

1. Master's Degree in Library and Information Studies from an ALA accredited school.
2. *Five years of increasingly responsible professional librarian experience, including two years of supervisory experience.
**NOTE: Equivalent combinations of professional librarian and supervisory experience may be considered.*
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**Technical Knowledge:**

- Knowledge of circulation and registration procedures, including their automated application.
- Thorough knowledge of modern public library goals, organization, policies, procedures and services; knowledge of public library systems and interlibrary cooperation.
- Knowledge of the policies, strategies, and equipment involved in the protection of people and property.
- Ability to analyze, manipulate, and interpret complex data sets and communicate their meaning clearly and comprehensibly.

Communication Skills:

- Excellent oral communication skills, both one-on-one and before audiences.
- Excellent written communication skills, including the ability to write for publications.

Customer Service, Interpersonal, and Supervisory Skills:

- Strong customer service orientation.
- Ability to work effectively with staff, the public, and community leaders.
- Supervisory skills, including the ability to train, motivate, and evaluate staff as well as plan, layout, direct, and coordinate their work.

THE CURRENT SALARY RANGE (009) IS: \$60,809 to \$85,129 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.