

BENNINGTON FREE LIBRARY

CIRCULATION AND COMMUNICATIONS MANAGER

JOB SUMMARY

Reports to the Director and is part of the administrative team responsible for running the Bennington Free Library. Establishes a welcoming first impression through management of the circulation functions, ensuring effective and efficient library operations and service. Duties involve managing and overseeing all circulation aspects of library services: scheduling, training and supervising clerks and volunteers. Takes a collaborative role in developing, planning, promoting, and hosting adult programs and events for diverse populations; will act as a liaison between the library, the community, and external community organizations. Shares joint responsibility for website maintenance and social media postings. Facilitates a collaborative, cooperative work environment.

SPECIFIC DUTIES INCLUDE:

Oversight of all aspects of the circulation department.

Oversight of all circulation staff, including - in consultation with the Director - hiring and disciplinary matters. Training new staff and ensuring existing staff get appropriate refreshers and / or professional development. Maintain the circulation schedule, collect, and collate statistics.

Work at the circulation desk as needed to ensure all shifts are covered and to stay current with all practices, procedures and issues affecting the circulation staff.

Represent the library at the Catamount Library Network loans and the Inter-Library Loans roundtable meetings.

Assist the community with using library resources.

Promote the library brand and value to the community.

Work collaboratively with other staff members to generate, plan, coordinate, develop, and publicize programs that appeal to the adult community.

Maintain statistical records of library use and program attendance.

Maintain the library website and manage traditional and social media to promote library activities.

Establish partnerships between the library, town, and organizations in the community.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Self-motivated and able to exercise initiative and independent judgment.

Knowledge of current trends in library services for people of varied backgrounds and varied developmental stages.

Confidence in public speaking and representing the library.

Excellent written, verbal, and visual skills.

Knowledge of the methods, practices, and techniques of marketing and community relations.

Familiarity with and skill using social media platforms.

Understand a wide variety of software.

Experience with graphic design programs.

Knowledge of automated library systems.

Attention to detail and capacity to prioritize tasks.

Must be able to handle cash, keep accurate records, and understand the confidential nature of the workplace.

Must be able to supervise and work alongside all members of the library staff.

Ability to communicate tactfully and effectively in unique and stressful situations.

A willingness to examine existing systems and refine or improve them as necessary. Must be forward-thinking and open to innovation and change.

Must be able to lift, push or pull at least 20 lbs.

This position requires that you be able to stand, stoop, kneel, crouch, and reach sometimes for extended periods.

EDUCATION AND EXPERIENCE REQUIREMENTS

A bachelor's degree in a relevant field and/or Vermont Dept of Libraries Certificate of Public Librarianship, and/or two years of public library experience is strongly preferred, or an equivalent combination of education, work experience, volunteering, and transferable skills.

STATUS, SALARY, AND HOURS

Status: Full-time

Salary: Between \$33,000 and \$38,000 annually depending on experience.

Hours: 40 hours per week. Hours will include Saturdays and evenings on a rotating basis.

Benefits: Retirement, health care coverage, sick, and vacation pay.

Interested candidates should send a cover letter and resume to Wendy Sharkey at director@bfli.org.