Position Description

Title: Head of Circulation Services

Status: Exempt

Purpose: Manages circulation staff and processes, and provides user-centered services and support at the Circulation Desk

Supervision: Assistant Director for Research and Public Services

Responsibilities:
1. Manages all borrowing, lending, and reserves at the Circulation Desk, as well as stack maintenance.
2. Hires, trains, and manages part-time Circulation Assistants, creating work schedules to maximize desk coverage for the Wright Library’s seven-day per week, 80-100 hours-per-week operating schedule (subject to change).
3. Hires, trains, schedules, and manages Circulation Desk student assistants, and approves their work time in the portal.
4. Locates, organizes, and makes available materials requested by faculty for course reserves, with assistance from the Circulation Assistants and student workers. Maintains and makes available a robust amount of digital reserves content for the Seminary course management system and encourages appropriate use of course reserve materials in accordance with copyright law.
5. Manages the Interlibrary Loan (ILL) lending service and delegates duties/responsibilities to staff accordingly.
7. Maintains and communicates Circulation statistics for regular reports.
8. Works with the Systems and Data Management Librarian to maintain seamless performance and implementation of the Circulation module of the current Integrated Library System (Sierra).
11. Works with the Assistant Director for Research and Public Services and the Reference and Research Librarian to reshape and recommend access, research, and
outreach policies, procedures, and services that focus on the user and improved user experience of the Library.

12. Creates signage throughout the Library as needed.
13. Assists as assigned with library assessment.
14. Contributes to the Library’s alignment with the institutional strategic plan.
15. Contributes to a user-centered service model.
16. Performs other duties as assigned.

Qualifications
1. College degree and a minimum of three years of library experience. Library degree preferred
2. Experience with both an integrated library system and a learning management system preferred (the Seminary currently uses Sierra for its ILS and Brightspace for its LMS)
3. Demonstrated ability to multitask, prioritize, and perform detailed work accurately
4. Proficiency using office technology applications, including Microsoft Office Suite
5. Excellent organizational and communication skills
6. Supervisory experience, preferably with both staff and student workers
7. A commitment to a user-centered perspective
8. A spirit of hospitality and the ability to work under the pressure of regular public contact with a diverse patron community
9. Demonstrated flexibility, openness to change and innovation, and a tolerance for ambiguity

Princeton Theological Seminary reserves the right to amend this position description at any time.

ver. March 30, 2023