

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: CIRCULATION SUPERVISOR**

**DEPARTMENT: LIBRARY**

**BASIC FUNCTION:**

Under general supervision performs work of moderate difficulty in supervising the clerical activities of a work unit where the staff is engaged in relatively similar work.

**DISTINGUISHING CHARACTERISTICS:**

Under the direct supervision of a Senior Circulation Supervisor, the position assists with a variety of circulation support duties as assigned and has specific responsibility for overseeing day-to-day shelving activities and the part-time staff who handle this function.

**KEY RESPONSIBILITIES:**

Assist in the operation of a work unit through the supervision of clerical support functions including reviewing work for accuracy and conformance with procedures; determining priorities, scheduling staff, maintaining files and assigning work as required.

Maintains procedure and policy manuals and meets with the public to explain procedures or departmental policies.

May perform clerical duties of unit.

Select, supervise, train and evaluate staff.

**REPORTING RELATIONSHIPS:**

Position reports to Senior Circulation Supervisor.

**QUALIFICATIONS:**

**Knowledge of:**

- Departmental operations and procedures.
- Computer systems and their operations.

**Ability to:**

- Interpret laws, rules and regulations to staff and the public.
- Supervise, train, plan, and resolve problems and delegate work to clerical employees.
- Exercise independent judgment in accomplishing activities.
- Plan and delegate work assignments.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

Two years of general clerical experience. One year of library experience is desirable.

DATE APPROVED: June 9, 1992