

**Circulation Supervisor** - The **Town of Burlington** is now accepting applications for a full-time Circulation Supervisor. The Circulation Supervisor is responsible for organizing and executing Circulation duties including training and overseeing staff members when working the Circulation Desk, shelving, reading shelves and helping with the weeding process. This position oversees all Inter-Library Loan (ILL) details, materials on hold, processing and record keeping of periodicals; performs necessary secretarial and clerical duties in support of the library's administration.

The ideal candidate must have excellent customer service skills, be highly organized and possess an ability to multi-task.

Qualifications: A Bachelor's Degree from an accredited college and at least 2 years' experience working in public library; including library experience working at the Circulation Desk.

This is a full-time, union position (37.5 hours per week) with benefits with one evening shift per week and Fridays and Saturdays in rotation. The salary is \$19.07/hour. For a complete job description, please see the town's website (<https://www.burlingtonct.us>) or the Burlington Public Library's website (<https://www.burlingtonctlibrary.org>).

Employment applications may be obtained online at [burlingtonct.us](http://burlingtonct.us). Interested candidates should submit a cover letter, resume and application electronically to: [selectmenoffice@burlingtonct.us](mailto:selectmenoffice@burlingtonct.us) by Friday, June 12, 2020. EOE/M-F/AA.