



JOIN OUR TEAM!

CIRCULATION MANAGER

The Town of Brewster seeks a qualified professional to serve as the Circulation Manager for the Brewster Ladies Library. This is a department head position responsible for the daily operations of the circulation desk and the acquisition, processing, and withdrawal of all library materials.

Duties include but are not limited to, supervises the operation and staff of the circulation desk including training, maintaining work schedules, performing yearly staff performance evaluations, and keeping staff informed of new procedures, policies, and upgrades. Coordinates with other staff on all activities relating to the acquisition, processing, cataloging, and withdrawal of library materials. Responsible for the creation of bibliographic records for all library materials. Maintains current knowledge of cataloging procedures, and performs circulation duties including readers advisory, maintaining patron templates, interprets library policies for patrons and circulation staff. Represents the library on CLAMS committees. **Is this the job for you?** [Click here for a full job description and information on the knowledge and skills needed to be a successful candidate.](#)

Bachelor's degree and a minimum of three years of library experience, with one year of supervisory experience; or an equivalent combination of education, training, and experience.

This is a full-time 35 hour a week position, covered under the SEIU bargaining agreement, with a starting pay rate of \$29.75 - \$32.52. per hour, depending on qualifications and experience. Excellent benefits package including paid time off, health insurance, and pension benefits. Please send cover letter, resume, and Town employment application to Human Resources at employment@brewster-ma.gov Position open until filled with a priority deadline for review of 03.29.24, with interviews anticipated the first week of April and a start date of mid-April. EEO/AA.