



Assistant Manager - Circulation (Full Time) - Eola

Are you a leader who is passionate about providing excellent customer service? Do you have experience selecting, training, coaching and leading people? Are you ready to take those skills and apply them at the Aurora Public Library District? If so, we'd like to hear from you!

Reporting to the Circulation Manager at our Eola location, you will be a key player in supporting our customer service strategy by maintaining operations and ensuring consistent services for the residents of Aurora.

Key Responsibilities:

- Supervise support services staff, including scheduling, training, coaching, and selection
- Assist with selection, training, coaching and supervision of circulation staff
- Provide superior customer service
- Maintain consistent department operations and services by communicating policies and procedures
- Promote and contribute to a positive, solution-oriented work environment
- Collaborate with colleagues across departments by serving on cross-departmental teams and workgroups
- Continuously evaluate and adapt to changing priorities

Minimum Qualifications:

- Two years customer service experience in a retail or public service environment
- Proven leadership skills in a workplace setting
- One-year supervisory experience preferred
- Library experience a plus
- Outstanding communication skills
- Ability to manage and prioritize tasks
- Spanish and Hindi language skills are preferred

Schedule:

Saturday	8:30am - 5pm
Sunday	1pm - 5pm
Monday	Off
Tuesday	8:30am - 5pm
Wednesday	12:30 - 9pm
Thursday	12:30 - 9pm
Friday	8:30am - 5pm

** Two Saturdays & one Sunday every 4 weeks/Monday off if working on a weekend

Benefits:

Salary starts at \$45,000/year
Paid vacation, holiday, personal and sick days
Medical, Dental and Life Insurance
IMRF pension plan

Apply:

If this sounds like the role for you, please send your application, resume and cover letter to hrdirector@aurorapubliclibrary.org.

A copy of our application can be found at https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf

About APLD:

Our [strategic plan](#) includes Advancing through Equity, Achieving School Success, Restoring Aurora and Welcoming New Americans. We're dedicated to providing excellent customer service in a diverse urban area. Our 97,000-square foot main library which opened in 2015 includes a makerspace and a media production lab. We also have two branches and a bookmobile. We serve six school districts in four counties, and our bookmobile provides library services to students in East Aurora School District 131.

Application Deadline: April 17, 2024 – April 30, 2024