

HOME SERVICES SUPERVISOR

Responsible to: *Library Director*

Classification: *Clerk II*

Qualifications: *High School diploma or equivalent*

Experience as Clerk I preferred

Aptitude for organization

Knowledge of computers and applicable technologies

Ability to work well with staff and public

Must have a valid driver's license and meet criteria for insurability under the library's policy

Ability to work days, evenings and weekends as required

Primary Function *Facilitate delivery of library materials and services to homebound patrons, Amish families and/or schools and other appropriate institutions*

- Responsibilities**
1. *Schedules HS routes*
 2. *Select and pack library materials for routes*
 3. *Deliver library materials to HS patrons*
 4. *Promote library services*
 5. *Assist the Library Director in carrying out the directives of the Board of Trustees*
 6. *Train and supervise departmental staff including page/shelvers and volunteers*
 7. *Participate as a member of the library management team*
 8. *Demonstrate knowledge of library policies and procedures*
 9. *Support Behavior Policy (library code of conduct)*
 10. *Perform other related duties as required.*

Physical Demands *Work requires physical effort in the repetitive handling of materials, boxes, tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.*