



SERVE OUR BEAUTIFUL COMMUNITY
LIBRARY TODAY!

NOW HIRING CIRCULATION LEAD (Full-Time)

Salary: \$61,314 - \$78,287 Annually
\$5,109 - \$6,523 Monthly

Plus, a great benefits package

Deadline to apply, Friday, August 15, 2025, at 12:00 PM PST



Belvedere
Tiburon
Library

The Position

The Belvedere Tiburon Library is seeking a welcoming, organized, problem-solver to serve as a Circulation Lead. The Circulation Lead is responsible for the daily operation of the circulation desk, including customer service, stacks and holds management, and room reservations. This position performs various responsible paraprofessional library work and supervises Library Assistant I/II's, Pages, and volunteers to prepare and present materials for circulation and ensure patrons enjoy the highest level of customer service while using the library.

Ideal Candidate

The ideal candidate will:

- Be comfortable with technology and knowledgeable about library services.
- Be able to adjust quickly to changing priorities and conditions and establish positive relationships with employees, the public, and other stakeholders.
- Effectively and professionally communicate orally and in writing, with an ability to understand and speak to others' concerns.
- Be able to make sound, independent decisions within established policy and procedural guidelines.
- Provide exemplary customer service to internal and external customers.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Completion of Two Years of college-level work (A.A./A.S.) or completion of a Library Technology Certificate.

Experience: Two (2) Years + of increasingly responsible library experience in library technical support or customer service. Public library experience preferred.

Work Schedule: Full-Time 37.5 hours per week, including evenings and weekends.

How to Apply

To be considered for this exciting opportunity, candidates should apply by emailing a resume and application to:

jobs@beltiblibrary.org

with the subject: "Circulation Lead Applicant". Completion of an application is also a required part of the application process.

The application can be found here:

<https://www.beltiblibrary.org/about-us/employment-opportunities> or scan the QR code below.

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APPLY NOW



THE BELVEDERE TIBURON LIBRARY
IS AN EQUAL OPPORTUNITY AND DRUG-FREE
WORKPLACE EMPLOYER



(415) 789-2665



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