POSITION AVAILABLE

JOB TITLE: MOBILE SERVICES MANAGER             DATE: SEPTEMBER 9, 2019

LOCATION: MOBILE SERVICES (MAIN LIBRARY)

HOURS: FULL-TIME (37.5 hours), including evening and weekend hours

SALARY: Grade 15, $28.35 hourly, Non-Exempt

DUTIES & RESPONSIBILITIES:

Manages all Mobile Services operations, including interviewing, scheduling, evaluating and training of Mobile Services employees. In conjunction with the Collection Development librarians, oversees the development and maintenance of a well-balanced Mobile Services collection; schedules bookmobile and van routes; oversees the planning and implementation of Mobile Services programs and services; performs collection maintenance duties; manages the Mobile Services facility and vehicles, acts as liaison between ASCPL and Summit County Sheriff’s Department by supplying materials to jail libraries; consistently represents the Library and its services in a positive manner and adheres to established customer service guidelines and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proven aptitude in professional library science, preferably in a public library setting, including a comprehensive knowledge of reference sources, reader interest levels, books and authors; demonstrated supervisory skills; ability to assess community interests and needs and develop programs and services accordingly; excellent customer service skills, including the ability to establish and maintain effective working relationships with others; professional presentation skills and sound professional judgment. A Master of Library and Information Science degree issued by an ALA-accredited school of library and information science and extensive professional librarian experience are required. Possession of a valid Ohio Driver’s license; must maintain a good driving record and insurable driving status at all times.

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

For consideration, applicants for this position must either submit a resume including salary history and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Resumes should be emailed to should be mailed to Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the Akron-Summit County Public Library system, please visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER