POSITION AVAILABLE

JOB TITLE: DOWNTOWN SERVICES MANAGER

LOCATION: MAIN LIBRARY (PUBLIC SERVICES)

HOURS: FULL-TIME (37.5 hours), may include evening and weekend hours, not job-share eligible

SALARY: GRADE 18, $32.56 Hourly, (Exempt)

DUTIES & RESPONSIBILITIES:

Performs a variety of administrative duties as related to the management of Main Library; participates in the selection process for all professional positions in Main Library divisions, the Electronic Service department and Events department; provides direction, motivation and supervision to and reviews the performance of the agency supervisors of the above locations and conducts regular group and individual meetings with the same; develops and conducts orientation and training for direct reports; supervises, reviews, and directs the work of the Administrative Assistant to Public Services; supervises the development of Main Library programs and services; develops general and detailed plans for administering the day-to-day operation of Main Library public service; assists in interviewing, selecting, and training of substitute employees; provides substitutes as needed to maintain appropriate staffing levels; participates in the budgeting process and oversees, allocates, and assigns the Main Library public services budget; and performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to direct and assess the work of others; demonstrated comprehensive and broad knowledge of the principles and practices of library science as they apply to the management of public libraries; demonstrated ability to develop and maintain effective, collaborative working relationships with coworkers, customers, and professionals with community groups and organizations; demonstrated ability to assess community needs as related to public library programs and services. A Master of Library Science degree issued from an ALA accredited school of Library and Information Science; extensive professional experience at the manager level or above; extensive public librarianship experience required. Ohio Public Librarian Certification preferred.

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

For consideration, applicants 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: library-HR@akronlibrary.org or 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.