DUTIES:

- Participates in the personnel process of department staff including, but not limited to, hiring, supervision, discipline and evaluation of staff performance and identification of staff training needs.
- Leads staff members in providing the highest quality service to all internal and external customers, which include building group morale and cohesiveness, managing group processes and achieving team goals.
- Maintains TechCenter department technology and Makerspace devices and technology responsive to community’s information, recreation and education needs.
- Prepares budget recommendations, reports and analysis.
- Plans and develops staff training needs for Tech Center and Maker services.
- Assumes a leadership role in the planning, publicizing, presentation and evaluation of techcenter and maker programs and services.
- Establishes and maintains working relationships between the Library, schools, and other organizations in the community.
- Develops and maintains content for techcenter component and assists with maker component of Library’s web page.
- Maintains awareness of current library and maker trends through professional reading, conference attendance and organization participation.
- Implements a public service program of reference assistance, reader’s advisory, maker assistance and programming to support the Library’s mission statement.
- Plans work flow of departments including staffing for effective public service.
- Make recommendations for service improvement to administration.
- Ensures compliance with standard operating and safety procedures.
- Maintains appropriate use of assigned monies related to property, programs, and materials.
- Supervises department’s participation in public and in-house workshops, training's and programs as requested.
- Prepares appropriate materials for library publication.
- Prepares narrative and statistical reports as necessary.
- Represents Library at meetings, conferences and seminars.
- Regular, punctual and reliable attendance is required.

QUALIFICATIONS:

- Minimum of three years of managerial experience.
- Ability to act as a team leader: motivate, persuade, and negotiate with diverse individuals and groups.
- Demonstrated leadership experience and/or project management experience.
- Demonstrated experience working with various technologies.
- Knowledge of TechCenter and Makerspace services.
- Customer-oriented approach to service.
- Proficiency with common computer applications; knowledge of Sierra integrated library system preferred.
- Ability to work well under pressure and meet deadlines.
- Knowledge of the basic elements of library administration and the ability to apply such knowledge to work performed.
- Independent judgment in order to set priorities and work independently.
- Strong interpersonal skills to deal effectively with the public and staff.
- Effective verbal and written communication skills.
- Initiative, creativity and flexibility; ability to act as a change agent.
EDUCATION: Undergraduate degree and/or equivalent experience.

HOURS: 40 hours per week, including evenings and weekends

SALARY: Grade 10: $9,633.60 - $89,460.80 annual

DEADLINE: November 14, 2019

Interested candidates should submit their resume and internal application to:

https://www.cincinnatilibrary.org/info/employment.asp

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