POSITION AVAILABLE

JOB TITLE: BRANCH LIBRARY MANAGER

DATE: JULY 13, 2020

*The branch manager will also serve as the Adult Librarian

LOCATION: FAIRLAWN-BATH

HOURS: Full-time (40 hours) including evening and weekend hours,
Not job-share eligible

SALARY: Grade 15, $28.63/hour (Exempt)

DUTIES & RESPONSIBILITIES:

Manages all branch operations, including interviewing, scheduling, evaluating, and training of branch employees; manages the branch facility, including overseeing the general building maintenance; maintains positive public relations with the community by promoting library services, working closely with the branch Friends group and developing rapport with customers, key community leaders and organizations; develops library programs for children, young adults, or adults; oversees children, young adult, and adult materials collections, and branch book inventory; provides general reference services to customers, including readers’ advisory and book talks, and performs other tasks as necessary.

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.

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 South 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.