Are you ready to “Find Yourself Here”? At the top public library system in the Nation.

CCPL is currently seeking a Director of Literacy and Learning here in Northeast Ohio. This Director of Literacy and Learning will be joining an engaged staffed team that is eager to promote our mission of being at the center of community life by creating an environment where reading, lifelong learning and civic engagement thrive.

We offer:

- Competitive benefits
- Great pay
- Work life balance
- Top of the line programming
- Engaging wellness plan
- And so much more.

Review the summary of the job description below AND apply today:
GENERAL SUMMARY

The Director of the Literacy and Learning Division leads the development, implementation, oversight, and evaluation of library programming and literacy services for people of all ages. This role has a direct impact on the Library’s commitment to promote the reading habit, civic engagement, and life-long learning in the Cuyahoga County community. Specifically, this role is responsible for all youth programming, adult programming (author events, entrepreneurship programs, etc.), youth literacy and outreach, and computer literacy programs. As a member of the Leadership Team, the Director of Literacy and Learning collaborates with leaders, stakeholders, and employees throughout the Library system and ensures strong relationships with external stakeholders and funders at the local and state level.

JOB REQUIREMENTS

1. Knowledge of Library’s functions, organization, and the department’s role and relationships with other entities, agencies, and jurisdictions.
2. Knowledge of principles, theories, and concepts of library science.
4. Knowledge of literature and developmental programming to promote learning and literacy.
5. Ability to determine program outcomes through quantitative and qualitative evaluations.
6. Ability to use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems of software used by CCPL.

ESSENTIAL JOB FUNCTIONS

1. Adds value as a key member of management; understands the organization, financials, industry, customers, and strategy.
2. Supervises employees, provides direction, coaches, trains and develops, hires, and manages performance to organization goals and expectations.
3. Manages budgets and resources effectively and efficiently; knows and understands organization’s financial position.
4. Manages vendors and outside service providers effectively; sets expectations and holds them accountable.
5. Leads a team to create, plan, implement, oversee, and evaluate programming of all types for all ages. Evaluates branch staff training needs to assure a consistently high standard of excellence in customer experiences.
6. Identifies initiates and develops strategic partnerships. Collaborates with community organizations and area agencies to share resources, promote, and expand library programs and services and create new programs and services relevant to the Library’s mission.
7. Completes various reports, documentation and records related to departmental operations including personnel evaluations, budgets, grant proposals [in collaboration with the Development
division] and related documents.

8. Serves as the division’s records retention officer.

9. Monitors national trends and advances in library services applicable to the position and evaluates the application of such services at CCPL. Participates in professional organizations at the local, state, and/or national level.

10. Complies with Cuyahoga County Public Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.

11. Other duties as assigned.

SUMMARY MINIMUM EDUCATION & EXPERIENCE REQUIRED

- Education: Master’s degree in Library Science, Education, or related field is required.
- Certifications or licensure: None.
- Years of relevant experience: 5 to 7 or more years is preferred.
- Years of experience supervising: 2 to 5 years is preferred.
- A valid driver’s license and reliable personal transportation is required, as well as in-force automobile insurance.
- Criminal background check is required, as are pre-employment drug and nicotine screens.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

ORGANIZATIONAL COMPETENCIES

1. Communication
2. Collaboration and Partnership
3. Emotional Intelligence
4. Service Orientation
5. Operational Excellence

Position-specific competencies are attached below.

PHYSICAL DEMANDS AND WORKING CONDITIONS - LIGHT

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.

2. The noise level in the work environment is usually quiet to moderate.

3. This position is performed in an office setting although off-site meetings in various settings occur.

4. Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

5. The schedule is generally normal business hours Monday through Friday although there is a requirement to perform work, attend meetings and events before or after normal workings hours, and occasionally on weekends and evenings.

6. This position regularly requires more than 40.0 hours in a workweek without additional
compensation to perform assigned job duties and may be “on call” any time for emergency response.

7. Frequent local travel by personal automobile and a valid drivers’ license is required. Occasional overnight travel is required.