POSITION AVAILABLE

JOB TITLE: MAIN LIBRARY DIVISION MANAGER

DATE: September 28, 2020

LOCATION: CHILDREN’S AND TEEN

HOURS: Full-time (40 hours), includes evening, Saturday and Sunday hours; not job-share eligible

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

DUTIES & RESPONSIBILITIES:

Under minimal supervision, performs a variety of duties as related to the management of the Children’s and Teen division including, but not limited to: directing, motivating and supervising the professionals and paraprofessionals; participating in the selection process for all subject division professional and paraprofessional staff; overseeing the planning, implementation, and evaluation of children’s and teen programs and services; presenting children’s, teen, and family programs; providing outreach to local schools and other organizations; overseeing the preparation of bibliographies and booklists; acting as in-charge for Main Library as assigned; working with Collection Development to oversee, develop, and maintain a well-balanced collection; researching and answering reference questions either in-person or by telephone, email, or chat; maintaining special files and collections; performing other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proven aptitude in professional library science, preferably in a public library setting, including a comprehensive and broad knowledge of the principles and practices of Children’s and Teen services, including developmental stages, educators and care partner needs and interests, and books, authors and other library materials relevant to youth services. Demonstrated supervisory and management skills; ability to assess customer interests and needs and develop resources, services and programs that support the Library’s commitment to learning and diversity and inclusion; excellent customer service skills, including the ability to establish and maintain effective working relationships with others, including community partners; demonstrated ability to embrace innovation and the flexibility required to be responsive to the evolving needs of the customer and/or the Library; ability to think and work independently; professional presentation skills; and sound professional judgement. A Master of Library Science degree issued by an ALA accredited school of Library and Information science and extensive professional public library experience are required. Experience in Children’s and/or Teen is required.

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: library-HR@akronlibrary.org or should be mailed to: Human Resources, Akron-Summit County Public