POSITION AVAILABLE

JOB TITLE: MAIN LIBRARY DIVISION MANAGER DATE: August 31, 2020

LOCATION: CULTURE/AV

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, manages all Division operations including: interviewing, scheduling, training, motivating, and evaluating Division employees. In conjunction with the Collection Development librarians, oversees the development and maintenance of a well-balanced Culture/AV collection. Maintains a high-level of customer service in the Division. Keeps abreast of current trends and developments in popular culture and supports innovation. Coordinates relevant activities with other Divisions, Branches, and Mobile Services. Oversees the planning, implementation, and evaluation of Culture/AV programs and services. Merchandises the resources and services of the Division. Provides reference and reader’s advisory services to customers. 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, artists and authors in the division’s subject areas; versatility to pivot to other subject areas if needed or asked to; 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. Candidates with subject area expertise in Culture/AV are preferred.

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 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.

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER.