JOB POSTING
Library Branch Manager
Aurora Branch

The Branch Manager is responsible for managing the daily operation of the Aurora branch. Responsibilities include supervising, training, and scheduling staff. The Branch Manager will coordinate and evaluate branch programs and services. This position also represents the library at community events and acts as a liaison between local groups and the library. The Branch Manager is part of the administrative team and participates in immediate and long-term planning of the library’s services within its service community.

Qualifications: Masters of Library Science degree or within six months of obtaining the degree and related work experience. Ability to work a flexible schedule that includes evenings and weekends.

Benefits: This is a full-time non-exempt position. Starting salary is $21.37 per hour, plus benefits, including, paid vacation, holidays, sick time, and OPERS retirement pickup.

To apply: Applications are available at www.portagelibrary.org/employment or at any PCDL branch. Please send the completed application to: Corrine Alldridge, Assistant Director, Portage County District Library, 10482 South Street, Garrettsville, OH 44231, or via email: calldridge@portagelibrary.org

Deadline: Position open until filled with applications received by October 9, 2020 receiving first consideration.

The Portage County District Library is an equal opportunity employer.