JOB TITLE: BRANCH MANAGER   DATE: MARCH 4, 2022

LOCATION: FIRESTONE PARK BRANCH

HOURS: FULL-TIME (40 hours), includes evenings and weekend hours

SALARY: Grade 15, $29.21/hour, exempt

ABOUT THE LIBRARY
Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We’ve been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:
The ASCPL is hiring a Branch Manager to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

This role manages all branch operations, including interviewing, evaluating, and training of branch employees; schedules and assigns work to staff, including the active engagement of community agencies and the establishing and maintaining of relationships with these contacts; 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 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 inventory; provides general reference services to customers, including readers’ advisory and book talks; and performs other tasks as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Required: A Master of Library and Information Science degree issued by an ALA-accredited school of library and information science and extensive professional librarian experience. 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. Possession of an Ohio driver’s license or the ability to obtain one.

Preferred: Previous management experience. Ohio Public Librarian Certification.

DEADLINE FOR APPLICATION: Open until filled (preference given to candidates who apply within the first two weeks)
For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to library-HR@akronlibrary.org or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at www.akronlibrary.org.

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