The Dayton Metro Library is recruiting for two full-time Public Services Directors. The Public Services Directors report to the Deputy Executive Director, and they are based in the Operations Center (which is one block south of the Main Library in downtown). We are seeking enthusiastic, collaborative, self-aware, and experienced managers who are skilled in crisis management and policy interpretation. Successful candidates should be adept at using data to support decisions related to staffing, policies and services. These leaders will be asked to support the Branch Library Managers they supervise through a variety of means, including frequent visits to the branches. Join our team today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent or proficient in any non-English languages used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).

**Essential Job Duties**

- Establishes goals and objectives for public service and public services managers that support the Library’s mission.
- Hires, supervises, coaches and monitors the development and utilization of public service managers as assigned. Prepares annual performance appraisals as scheduled.
- Regularly meets with direct reports and visits agencies to provide leadership to managers and staff, to evaluate services, and to ensure the efficient, effective delivery of services to patrons. Analyzes requests and problems and presents recommendations to Deputy Executive Director. Serves as the primary channel of communication between the Deputy Executive Director and public service staff.
- Acts as a leader to facilitate change. Works with public services managers to create positive change management. Maintains a current knowledge of operations.
- Develops and maintains rapport with community organizations. Serves on local committees and acts as a liaison to community organizations. Identifies library needs in the community, and works with public services managers to establish priorities and programs for diverse populations to meet these needs.
- Ensures the establishment, preparation and implementation of assigned budgets.
- Works with non-public service managers and administrators to ensure support of public services, provision of needed equipment and services, maintenance of facilities and security.
- Assists with system-wide decision making through consistent information sharing, regular attendance at manager’s meetings and service on committees. Serves as a member of
the Deputy Executive Director’s cabinet. Participates in the determination of overall administrative policies.

- Implements Library policies and procedures at the department level. Participates in policy revision and in the formulation of policies and procedures. Interprets Library policies to staff with a patron-responsive management perspective.

Job Qualifications

- Ability to plan, schedule, and oversee operations and personnel of the assigned locations.
- Knowledge of management principles required to coordinate a system-wide function.
- Ability to hire, train, evaluate, motivate and lead staff.
- Ability to maintain effective relationships with community officials, leaders, organization, the public, and the staff.
- Thorough knowledge of professional principles, practices, and methods of library science and administration.
- Ability to prepare and administer budgets.
- Valid Ohio driver’s license and acceptable motor vehicle record required.
- Master’s degree in Library and Information Science from an ALA-accredited program strongly preferred
- Four to ten years of increasingly responsible experience at a professional level that includes work in branch and extension services with a minimum of three years supervisory experience and/or training, or equivalent combination of education and experience.

Compensation and Benefits: Salary is negotiable starting at $86,813 annually. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

Application Process: Please submit a cover letter and resume to Jennifer Kadel at careers@daytonmetrolibrary.org. These positions are open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.