JOB OPPORTUNITY

Library Branch Manager
Garrettsville and Windham Branches

The Branch Manager is responsible for managing the daily operation of the Garrettsville and Windham branches. 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.

Salary and Benefits: This is a full-time, exempt position. Starting salary is $54,995 a year, 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:

Angela Young, Assistant Director, Portage County District Library, 10482 South Street, Garrettsville, OH 44231 or via email: hr@portagelibrary.org

Deadline: Applications received before December 26, 2022 will receive first consideration. Position open until filled.

*The Portage County District Library is an equal opportunity employer.*