



# Position Available at the Akron-Summit County Public Library

**JOB TITLE: DOWNTOWN SERVICES MANAGER**

**DATE: AUGUST 2, 2023**

**LOCATION: MAIN LIBRARY**

**HOURS: Full-time, 40 hours, some evenings and weekends required**

**SALARY: Grade 18, starting at \$71,177.60/year, 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 Downtown Services Manager (DSM) 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.

The DSM performs a variety of administrative duties as related to the management of Main Library. To succeed, the DSM's duties include managing budgets and resources; managing vendors and outside service providers and holding them accountable; supervising the development of Main Library programs and services; developing general and detailed plans for administering the day-to-day operation of Main Library public service; and working collaboratively with the Neighborhood Services Manager in the administration of public service within the Library system.

The DSM also supervises employees by providing direction and motivation, coaching, training and developing, hiring, and managing performance to organization goals and expectations. The role leads 8 supervisors and managers who support all Main Library agencies, including Electronic Services and TechZone; Business, Government & Science; Children's Library & Teen; Culture & AV; Mobile Services; Special Collections; Circulation; and Events. The DSM also supervises "floating" employees who are dispatched to locations to cover absences.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Required:** MLIS. Knowledge of the principles and practices of library science. Knowledge of library services and operations. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of the principles of intellectual freedom as they apply to public libraries. Skill in customer service principles, practices, and programs. Skill in public speaking and delivering educational and informational presentations. Ability to establish and maintain effective working, advising, and consulting relationships with professionals and community groups and organizations. Ability to oversee, plan, and conduct specialized programming and services for Library customers. Ability to plan, implement, and manage change within the agency, division, and/or organization. A valid driver's license, automobile insurance, and reliable personal transportation. Ability to pass criminal background and education verification checks. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less).

**Preferred:** Ohio Public Librarian certification. 7 to 10 or more years of relevant experience. 5 to 7 years of supervisory experience.

## **DEADLINE FOR APPLICATION: Open until filled (preference given to candidates who apply within the first two weeks)**

For consideration, applicants for this position must submit a resume and a cover letter indicating previous applicable experience and training and complete an Employment Application in the Human Resources Department at Main Library. Email resumes to [library-HR@akronlibrary.org](mailto: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](http://www.akronlibrary.org).

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



60 South High Street | Akron, Ohio 44326 | [akronlibrary.org](http://akronlibrary.org)

**Our Core Values:** Excellence | Service | Learning | Diversity & Inclusion