

ADULT/TEEN DEPARTMENT SUPERVISOR MEDINA LIBRARY - FULL TIME

Requisition ID: 1111

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Medina County District Library is seeking a vibrant, personable and flexible supervisor to coordinate and direct the operation of the Reference and Adult/Teen Services Department. Responsible for all department operations including planning, coordinating and implementing programs and policies, scheduling staff and programs, assisting in maintaining collection. Promotes the Library in the community. Supervises Reference and Adult/Teen Services Department staff. Duties include hiring, training, scheduling and evaluating. Works closely with other building supervisors and managers. Reports to Library Manager. The Supervisor also provides direct library services to the public, performing reference, reader's advisory, and programming for teens and adults.

QUALIFICATIONS:

Candidate must possess a Master's degree in Library Science from an accredited ALA institution or be within six (6) hours and six (6) months of graduation; minimum of two years of library experience; excellent communication skills; knowledge and skills in adult services and programming, electronic information resources, and reader's advisory; ability to handle multiple tasks and ability to be a member of the building Supervisors Team. Supervisory experience strongly preferred.

SALARY:	\$41,379 or commensurate with experience and qualifications
BENEFITS:	Vacation, sick leave, holidays and group health benefits available; Public Employees Retirement System
HOURS:	Full-time, 37.5 hours per week; flexible schedule required including some days, evenings, Saturdays and Sundays (<i>schedule subject to change based on needs of the library</i>)
HOW TO APPLY:	Internal Applicants - Via your ADP Account External Applicants - Via https://mcdl.info/employment
DEADLINE FOR APPLICATION:	Open until filled; cover letter submission required

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

9/25/2023