The Dayton Metro Library is recruiting a full-time Assistant Branch Library Manager for the Northwest Branch Library. The Northwest Branch Library was newly built and opened for patron use in 2016. It is one of the Library system's largest, busiest urban branches. The Assistant Branch Library Manager reports to the Branch Library Manager and will serve as the person in charge of the branch frequently. The selected candidate will put together the staff schedules along with handling escalated patron complaints. The ideal candidate will possess excellent communication and customer service skills. Apply 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.

Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly 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**

- Assists the Branch Library Manager to establish and implement goals and objectives for branch service which support the Library’s mission.
- Assists the Branch Library Manager to direct all branch services such as reference assistance, readers' advisory, outreach, circulation, and programming.
- Assists the Branch Library Manager with selection, training, scheduling, and evaluating staff in assigned branch. Assists with overseeing branch volunteers. Serves as liaison between branch employees and the Branch Library Manager.
- Assists the Branch Library Manager with ensuring the efficient, effective, customer service-oriented delivery of services to branch Library patrons. Maintains a current knowledge of Library operations, policies, and procedures. Demonstrates and models excellent internal and external customer service. Maintains frequent personal presence in public areas to ensure outstanding service.
- Provides input and suggestions to the Branch Library Manager regarding the branch collection and donated materials. Arranges for repair, cancellation, or redistribution of materials as needed.
- Assists the Branch Library Manager to promote community awareness of the Library and establishes effective communication with community groups, organizations, and individuals.
- Provides input to the Branch Library Manager in preparation of annual budget requests, quarterly, topical, and other reports as requested.

Assists the Branch Manager to monitor branch facility needs. In the absence of the Branch Library Manager, initiates maintenance and repair of branch building, equipment, and grounds in cooperation with the Facilities Manager.

Assists the Branch Library Manager to maintain a safe and secure facility for staff and patrons in conjunction with the Safety and Protective Services Manager.

Job Qualifications

- Master’s degree in Library and Information Science from an ALA accredited program, minimum of three to five years of increasingly responsible experience in a public library setting at a professional level, and supervisory experience preferred.
- Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required.
- Ability to plan, schedule, and oversee branch operations and personnel.
- Knowledge of professional library principles, theories, concepts, policies, and procedures.
- Knowledge and appreciation of literature, periodicals, web sites, social media, and other electronic media which constitute a diverse, current and relevant collection.
- Ability to develop programs and services to meet community needs.
- Ability to maintain effective relationships with community officials, leaders, organizations, the public and the staff.
- Ability to present information and respond to questions from staff, patrons, and members of the community individually and in a group setting. Ability to deal effectively with confrontational individuals and/or challenging situations.
- Schedule includes day time, evening, and Saturday hours.

Compensation and Benefits: Salary is negotiable starting at $55,451 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. This position is 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.