JOB OPPORTUNITY

Branch Manager
Aurora Memorial Branch

The Aurora Memorial Branch manager is responsible for managing the daily operation of the branch. 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. See Position Description on employment page for addition requirements.

Salary: $57,744 annual

Hours: This is a full-time, 40-hour week, exempt position. Ability to work a flexible schedule that includes evenings and weekends.

Benefits: paid personal time, vacation, holidays, sick time, and OPERS retirement pickup

Qualifications:
Masters of Library Science degree or within six months of obtaining the degree and related work experience.

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 by email: hr@portagelibrary.org

Deadline to Apply: Applications received before Wednesday; January 31 will receive first consideration. Position is open until filled.

PCDL is an Equal Opportunity Employer