JOB POSTING
May 28, 2024

Job Title: Adult Services Manager

QUALIFICATIONS
Westlake Porter Public Library seeks a customer-service and team-oriented professional to effectively manage and lead the Adult Services staff in providing superior library service to adults. Master’s degree in library science from an American Library Association accredited university. Five years of public service library experience and two years of supervisory experience.

KNOWLEDGE/SKILLS
Requires thorough knowledge of principles, theories, and concepts of library science, as well as of standard print and online reference resources. Excellent command of adult literature. Strong commitment to public service. Knowledge of contemporary concepts and practices of management. Excellent supervisory skills, including ability to monitor, evaluate, and provide continuous feedback. Ability to coach, train, mentor and develop staff. Ability to communicate effectively in a team-oriented environment. Advanced knowledge and understanding of technology and ability to learn about new technologies are required. Experience with scheduling a large staff and multiple service points, maintaining efficiency and flexibility. Strong analytical and problem-solving skills. Strong written, verbal, customer service and interpersonal skills needed.

HOURS
40 Hours Per Week
Evening and weekend hours required as needed

POSITION CLASSIFICATION
Exempt, Senior Manager; Salary Grade 410

SALARY RANGE
$60,570 - $90,854

DEADLINE
Tuesday, June 18, 2024

EQUAL OPPORTUNITY EMPLOYER

Questions regarding any open position should be directed to Human Resources at (440) 250-5452. For your convenience, applications are available at the Reception Desk or on our website: www.westlakelibrary.org/wppljobs.