



## JOB OPPORTUNITIES

### Branch Manager – Aurora Memorial Library

**Deadline to Apply:** Applications received before Saturday; June 29, 2024 will receive first consideration. Position is open until filled.

### Branch Manager – Pierce Streetsboro Library

**Deadline to Apply:** Applications received before Saturday; July 6, 2024 will receive first consideration. Position is open until filled.

<b>Location(s):</b>	<b>Hours:</b>	<b>Minimum Experience:</b>	<b>Wage rate:</b>
Aurora Branch	Full-Time (40)	Mid-Level	\$57,744 annual
Streetsboro Branch	Full- Time (40)	Mid-Level	\$57,744 annual

**HOURS:** Average of 40 hours/week, includes some evenings and weekends. Exempt.

**JOB PURPOSE:** To assist patrons by directing the operation of a branch library, implementing services and programs.

**QUALIFICATIONS:** Masters of Library Science Degree or within six months of obtaining the degree and applicable experience.

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

Knowledge of library goals and objectives; library science and technology, public relations; management and supervision techniques; budgeting; operation of automated library equipment; computer operations and functions including data processing techniques. Ability to define problems, collect data, establish facts and draw valid conclusions (e.g. research procedure, policy development and interpretation); plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; establish cooperative work environment at both branch and interdepartmental levels; develop good rapport with library patrons.

**SPECIAL QUALIFICATIONS:** Valid Ohio Driver's license or ability to obtain a license. Ability to work varied hours as needed which may include evenings and weekends.

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification).

#### **ADMINISTRATIVE DUTIES**

- \*Implements library policies and procedures
- \*Prepares monthly report for the Board of Trustees



- \*Oversees collecting and reporting of library statistics
  - \*Prepares reports as requested
- Writes grants and assists in their preparation  
Works jointly with branch and administration managers in achieving objectives of Portage County District Library's mission

### **SUPERVISORY DUTIES**

- \*Schedules and assigns work to employees
- \*Interviews pre-screened candidates for positions; recommends hiring
- \*Evaluates and disciplines employees
- \*Responds to employee complaints
- \*Monitors the work of employees and ensures compliance with policies and procedures
- \*Approves paid leaves
- \*Monitors employee attendance and work records
- \*Oversees the daily operation of the library

### **COLLECTION MANAGEMENT DUTIES**

- \*Maintains knowledge of available materials and patron reading preferences
- Conducts inventory of materials, as required  
Evaluates materials for age and condition and determines if updating, repair or withdrawing is appropriate

### **REFERENCE DUTIES**

- \*Performs in-depth reference service
  - \*Instruct patrons in use of library computers
- Conducts inventory of reference department

### **Apply for this job:**



Anyone interested in being considered for a posted position with Portage County District Library must apply online for that specific posted job. Resumes may be required as part of the online application process. After reviewing your online application, we will contact you if you are selected as a candidate for the current position available. <https://www.portagelibrary.org/employment>

Applications will be directed to the Assistant Director, Angela Young.

PCDL is an Equal Opportunity Employer