



JOB POSTING

July 9, 2024

Job Title	Adult Services Assistant Manager
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QUALIFICATIONS

Westlake Porter Public Library seeks a customer-service and team-oriented professional. Experience in a makerspace or other creative space is preferred. Master’s degree in Library Science from an American Library Association accredited university required. Three to five years of public service library experience required. Supervisory experience is also required.

BRIEF JOB DESCRIPTION

Assist the Adult Services Manager with managing the department and its employees. Responsible for overseeing the library’s Makerspace. Requires thorough knowledge of principles, theories, and concepts of library science. Strong commitment to creativity, self-directed learning, exploration of new technologies, and exchange of information and skills with others. Advanced knowledge and understanding of technology and ability to learn about new technologies are required. Strong commitment to public service. Excellent supervisory skills, including ability to monitor, evaluate, and provide continuous feedback. Ability to coach, train, and mentor to develop staff. Strong written, verbal, customer service and interpersonal skills needed.

HOURS

40 Hours Per Week
Evening and weekend hours required as needed

JOB CLASSIFICATION

Exempt, Manager; Salary Grade 400

SALARY RANGE

\$50,273 - \$70,866

DEADLINE

Tuesday, July 23, or until filled

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.