Stark Library is seeking a Branch Manager for its DeHoff Memorial Branch located across from the STEAMM Academy at Hartford Middle School. DeHoff Memorial is in the heart of a tight knit community and newly renovated in 2022!

The Branch Manager will be responsible for leading their team of library staff members in fulfilling our library’s mission to “strengthen the community by advancing literacy, connecting people, and encouraging exploration” while demonstrating our core values of respect, inclusion, stewardship, and progress. The ideal candidate will have strong experience working with partner organizations and serving a demographically diverse community.

This position offers a community-minded and inclusive work environment, competitive compensation based on relevant experience, as well as generous paid time off including vacation, sick time, 10 paid holidays, and up to 2 floating holidays per year. In addition, the library offers a robust benefits package including medical, dental, vision, employer-paid life, participation in the Ohio Public Employee Retirement System, and a host of additional voluntary benefits.

If this opportunity interests you, and you feel you may be a good fit for this position (detailed job description below), please complete an online application and submit your resume.

Job Summary

The Branch Manager oversees the programs, collections, services and operations of the branch. Represents the community’s interests and needs during central planning. Ensures consistent branch implementation of initiatives, policies, and procedures to advance the mission of the Library. Supervises a staff of 5-10 individual contributors.

Essential Functions

Branch Operation

- Cultivates a welcoming environment and efficient operation for patrons; supports staff in resolution of patron issues and concerns
- Develops and communicates goals, plans, and procedures for the branch
- Implements system-wide circulation policies, procedures, and workflows
- Guides staff in coordination with Collection Development department to manage and promote the branch’s collection
- Manages branch budgets and resources
- Monitors safety and security of facility and equipment
- Collaborates with fellow tenants of shared facilities to leverage space and resources for mutual benefit
- Fosters community engagement by seeking and developing local partnerships to better understand and address community needs
- Schedules services and programs
- Guides staff in planning, delivering, and evaluating outreach activities and programming
- Monitors key performance indicators to evaluate effectiveness of services and offerings; submits assessment and action plans according to set schedule
Staff Supervision

- Interviews, selects, onboards, instructs, cross-trains, and supervises department staff
- Sets performance measures, provides regular feedback, and holds staff accountable
- Interprets, explains, and upholds adherence to organizational policies, processes, and standard operating procedures
- Delegates and monitors special projects
- Ensures staffing levels support operating hours and functional needs of the Library

Other Functions

- Engages in professional development to maintain skills and knowledge of emerging ideas and practices
- Other duties as assigned

Qualifications

Education and Experience

- Master’s degree in Library Science
- Minimum 5 years’ experience working in libraries
- Minimum 2 years’ supervisory experience
- Experience providing direct customer service to the public preferred
- Experience working in a union environment is preferred

Core Competencies

- Adaptability
- Communication
- Customer Service
- Dependability
- Ethics & Integrity
- Initiative
- Quality of Work
- Teamwork

Knowledge, Skills, Abilities

- Knowledge of professional library theories, issues, and trends as well as familiarity with library professional publications and the literature of librarianship
- Applied knowledge of the principles and practices of public library operations; library materials selection, organization, and access; and American Library Association (ALA) professional ethics
- Proficiency with an Integrated Library System (ILS)
- Basic proficiency in Microsoft Excel, Word

Working Conditions and Physical Requirements

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels.
• While performing the duties of this job, the employee is regularly interacting with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
• Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
• Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

If this opportunity interests you, and you feel you may be a good fit for this position, please submit your resume and complete an online application by visiting our career website.

The intent of this description is to provide a representative summary of the essential duties and responsibilities of an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.