



JOB OPPORTUNITY

Collection Development Manager- Library Manager

Location: Garrettsville	Hours: Part-Time (20)	Minimum Experience: Mid-level	Wage rate: \$21.00 an hour
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Hours: Average of 20 hours/week, ability to work varied hours which may include evenings and weekends. Non-Exempt.

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; operation of automated library equipment; computer operations and functions including data processing techniques; basic statistics. 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 as well as vendors and other outside contacts. Thorough knowledge of collection development in all formats, including audio-visual, in the public library environment. Proficient computer skills with the ability to integrate technology into operations. Knowledge of patron interest levels. Knowledge of current and classic children, young adult and adult materials. Knowledge of publishers and vendors and their practices. Skill in the material selection and ordering process. (*See Position Description for additional requirements*)

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.

Deadline to Apply: Applications received before Saturday; August 24, 2024 will receive first consideration. Position is open until filled.

PCDL is an Equal Opportunity Employer