Euclid Public Library

CIRCULATION SERVICES DEPARTMENT MANAGER
Full Time (40 hours per week)

Euclid Public Library is committed to our mission of Excellence, Professionalism and Learning so that we can live our vision of being the gem of the community, while always supporting our values of literacy, creativity, innovation, customer service, respect, collaboration and fiscal responsibility.

Euclid Public Library has an immediate opening for an enthusiastic, resourceful, and customer service focused addition to our management team. The successful applicant must have the ability to coordinate the planning, development, implementation, and evaluation of Circulation Services to the community. The Circulation Services Manager is responsible for accomplishing the Euclid Public Library’s mission by directing the operation of the Circulation department, serving a Manager of the Library’s Passport Program and supervising the circulation services staff.

Qualifications: An Associate’s degree or an equivalent combination of education, training and experience. A minimum of two (2) years’ work experience with progressive levels of responsibility. A record of success in supervising and directing the work of others. An Ohio Certified Public Library Staff credential must be acquired after hire. Certification as a Passport Acceptance Agent is required unless exempted.

Schedule: 40 hours a week, Monday through Friday – 8:00 a.m.- 5:00 p.m. Occasional evening and weekend hours may be required.

Starting Salary Rate: $59,072

To apply visit our website at https://www.euclidlibrary.org/employment to submit a cover letter and resume.

Date of Posting: July 25, 2024 - Open until filled

NO PHONE CALLS OR EMAILS REGARDING APPLICATION STATUS PLEASE