

Position: Adult & Teen Services Manager

Status: Full Time Exempt (40 hrs per week); some evenings and weekends required

Salary: Starting \$48,000; salary commensurate with education, qualifications, and experience

Benefits: Benefit package including 13 paid holidays, paid vacation and sick leave, Ohio Public Employee Retirement System retirement plan, \$15,000 life insurance policy, health insurance, may elect to take vision, dental, and supplemental life insurance at employee's expense, as well as participate in tax deferred payroll reductions for flexible spending account and/or Ohio deferred compensation system.

Qualifications: MLS/MLIS degree from an ALA accredited program required, as well as at least two of the following: 1) coursework in adult and teen services, 2) three yrs experience working with the public in a professional setting, 3) three yrs experience in a public library setting, or 4) two yrs experience managing people; Applicants with one year or less towards completion of the MLIS will be considered.

Required Knowledge: Solid knowledge of adult and teen literature; Solid knowledge of current trends in library services; Solid computer knowledge including Microsoft applications, Internet searching, digital and streaming formats, and basic technology troubleshooting.

Required Skills: Self-motivation and ability to lead, supervise, and motivate employees; Ability to prioritize varied tasks; Ability to use evidence-based principles related to creating and implementing departmental budgets and departmental strategic plan; Ability to effectively network and represent the library to educators, business, and community leaders; Willingness to be active in the Ohio Library Council including travel to trainings and meetings

Duties Include: The successful candidate will work closely with the Library's Director and members of the management team in providing creative and innovative approaches to library services. Duties include but are not limited to the following:

- Oversees the main library's adult/teen services
- Supervises and evaluates adult/teen services staff; delegates responsibility appropriately
- Plans and administers the adult/teen departmental budget including funds for materials, equipment, and programs
- Plans, applies for, and administers grants; initiates and submits grants based on library initiatives
- Establishes, implements, and provides input on evidence-based collection development and collection merchandising initiatives, including material selection, weeding, and displays for adult and teen materials
- Directs adult and teen programming, local history, and MakerSpace operations at the main library in conjunction with administrative goals and objectives
- Forges partnerships in the community; interprets community interests and needs in order to plan appropriate services
- Establishes departmental goals and objectives based upon the library's strategic plan

- Provides input to the library's management team regarding adult and teen services
- Represents the Library at community meetings and events
- Demonstrates a positive attitude and supports library goals and objectives

Applications will be reviewed as received with preference to those received by October 21; the position will be open until filled. Interested persons should submit a completed job application, cover letter highlighting skills and experience related to this position, current resume, and 3 letters of recommendation through the online application portal or directly to:

Megann Hohman
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