



EMPLOYMENT OPPORTUNITY

Bexley Public Library

2411 E. Main St.

Bexley, OH 43209

614-231-9709

JOB POSTING: Public Services Manager

DATE OF POSTING: 1/13/14

SCHEDULE: Full time, exempt

BENEFITS: Benefits include sick and vacation leave, health insurance, and membership in the Ohio Public Employees Retirement System

APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE

Summary of Position:

The Public Services Manager is a newly created position responsible for leading and supervising the professional and paraprofessionals staff members on both the Youth and Adult Services teams. This position also serves as a member of the leadership team. Responsibilities include: modeling high performance standards and engaging library staff in order to achieve strategic objectives; working with staff to create a vision and plan for service; setting appropriate departmental priorities, monitoring performance and providing feedback; explaining and enforcing library policies and procedures; and performing public service duties for both Youth and Adults. The successful candidate will have a proven record of positive leadership and management experience, a forward-looking approach to providing library services, and excellent interpersonal and communication skills.

Summary of Requirements:

1. Master's Degree in Library Science from an ALA accredited institution;
2. A minimum of (2) years of library experience and a minimum of two (2) years of supervisory experience; or an equivalent combination of knowledge, skills, and experience.

A complete list of requirements and the full position description are available on the library's website: www.bexleylibrary.org/employment

To apply, you must complete the following:

1. Complete and submit a Bexley Public Library job application form, located on the library's website: www.bexleylibrary.org/employment.
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: rrubin@bexleylibrary.org.