**ASSISTANT MANAGER OF YOUTH SERVICES**

**AND PROGRAMMING**

The Library is looking for a full time “Assistant Manager of Youth Services and Programming” for Administration.  The person in this exempt position will be responsible for supporting the Director of Youth Services and Programming in the overall direction of the Youth Services and Programming Department.  Hours of work will be flexible; Saturdays and evenings may be needed to meet the needs of the Programming Department. Job duties will be assigned by the Director of Youth Services and Programming.  These may include, but are not limited to, managing special projects; serving as the Library liaison for various community boards or initiatives; supervising the Youth Services floater; compiling statistical reports; participating in the selection of future program presenters.

Requirements:  Master of Library Science.  3-5 years of Library experience.  Strong people skills, proven organizational skills; successful programming history, good written and verbal communication skills.

Starting annual salary range is $42,200 (negotiable with experience) per year with an excellent fringe benefit package which includes pension plan with the Ohio Public Employees Retirement System.

Send cover letter stating applying for this position and resume to:

[Employment@libraryvisit.org](mailto:Employment@libraryvisit.org)

OR

Public Library of Youngstown & Mahoning County

Attn: Human Resource Department – Re: Asst. Manager

305 Wick Ave.

Youngstown, OH 44503

FAX # 330-744-2258  
  
NO CALLS, PLEASE  
  
An Equal Opportunity Employer   
M/F/V/D