**North Branch Manager--Stark County District Library**

**Full-time position, North Branch**

As the North Branch Manager at the Stark County District Library, you will help the Library to serve over 240,000 residents of Stark County, be part of the team that plans and executes over 8,000 programs annually, helps make over 1,400,000 visits to the Library enjoyable for patrons, or provides computer access to over 285,000 individuals. You can say you’ll be making a difference in the Stark County community because your Library provides early literacy with the **Start Smart** initiative, continues lifelong learning with our **Stay Smart** initiative, and collaborates with community partners with our **Share Smart** initiative…all while you **Work Smart** in an efficient way, enthusiastically meeting the needs of our patrons.

**Responsibilities**. An employee serving in this position advances the mission of the Library by supervising the operation of the North Branch. This manager is responsible for leading staff as well as modeling outstanding customer service.

To apply, please visit: [www.starklibrary.org](http://www.starklibrary.org) ; click on “Contact Us” to find the “Employment Opportunities” page.

The ***North Branch Manager*** is an exempt position within a salary range that begins at

$52,000.00 per year, with eligibility for a generous benefit package following sixty days of employment.

If you have a passion for serving patrons and the community by providing exceptional public library services and want to apply your leadership skills in the library environment, please go to The Smart Store® website for more information and to complete an employment application.

Applications will be accepted until November 2, 2015 at 5pm, or until filled.

**Library Manager II**

**Position Description**

An employee serving in this position advances the mission of the Library by supervising the operation of a large branch library or a department of the Main Library, including directing the work of all levels of staff performing technical, administrative, and clerical assignments; alternatively, this employee leads and coordinates a system-wide library function or activity. This employee is accountable to a library director, with whom he or she collaborates, plans and reviews plans, budgets, programs, reports and conferences. This Manager supervises a range of public library services, and is responsible for modeling outstanding customer service. The manager may be consulted to advise and resolve difficult or unusual problems.

**Essential Duties and Responsibilities**

* Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
* Demonstrates commitment to STAR values in all interactions with customers, community residents, and colleagues;
* Formulates goals, plans, and procedures for a large branch library or a large department of the Main Library or a major system-wide department;
* Directs and coordinates the activities of the branch or department, oversees scheduling to ensure coverage of service points, and accepts responsibility for the overall operating effectiveness of the branch or department;
* Monitors and evaluates the work of the staff members of the branch or department;
* Manages the performance of assigned staff members, and holds them accountable for providing exemplary customer service consistent with Library policies and procedures;
* Seeks information from users and potential users of information and library materials about their library needs and interests;
* Serves as a mentor or coach for new Library Managers I;
* Answers reference questions and performs readers advisory services;
* Formulates goals, plans, and procedures and accepts responsibility for the overall effectiveness of one or more of the system-wide library support programs;
* Participates in library committee work by chairing meetings or contributing as a member;
* Represents the library in the community by making presentations and serving on boards and committees;
* Actively seeks opportunities to promote the Library with the goal of increasing public use of programs and resources, and enhancing the Library’s visibility as a vital community partner;
* Resolves customer problems;
* Participates in the interview or selection process for library staff;
* Interprets and explains library policies, objectives, and services to community groups, business and educational leaders, publishing agency representatives, and the general public;
* Maintains regular and reliable attendance;
* Works more than forty hours in a workweek without additional compensation to perform assigned job duties.

**Selection Factors**

Knowledge of:

* Customer service principles and techniques;
* Leadership styles and skills;
* Professional library theories, issues and trends;
* Principles and practices of public library operation and library materials selection;
* Principles and techniques of employee supervision and training; and
* Library professional publications and the literature of librarianship.

Ability to:

* Demonstrate technology proficiency;
* Maintain regular and reliable attendance, observing a flexible schedule including nights and weekends as assigned;
* Communicate in the English language by phone, email, online or in person in a one-to-one or group setting;
* Work cooperatively with other staff, community groups, business, and educational leaders, vendors and the general public;
* Comprehend and make inferences from written material;
* Adapt to changing work priorities;
* Analyze professional problems and take appropriate action;
* Communicate effectively and work proactively to attain solutions;
* Comprehend, use and apply current technology in a public library setting;
* Perform a broad range of supervisory responsibilities, including supervising the work of others through planning, organizing, instructing and motivating;
* Monitor and evaluate the performance of designated staff;
* Research and find answers to advanced level and general reference questions;
* Keep up-to-date with current professional issues and developments; and
* Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

**Additional Requirements:**

* Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
* Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

**Minimum Qualifications**

A master's degree in library science from an American Library Association (ALA) accredited institution with at least five years of experience in professional library work, including two years of experience performing the full range of advanced, professional library work, and two years of supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted.

**Physical Requirements**

* The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations;
* Lift light objects (less than 20 pounds) and carry them short distances (20 feet or less);
* Remain in a standing position for extended periods of time while performing a variety of tasks; and
* Perform repetitive hand, arm, and body movements, including lifting books on a continuous basis for up to an eight-hour shift.

***The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.***