



Position Title:	Library Building Manager
Classification:	Manager I, Grade 27
Rate of Pay:	\$53,373
Hours /FLSA status:	40 - Exempt Full-time; including routine evenings and weekends on a rotating basis.
Library:	Chardon Public Library
Reports to:	Assistant Director
Staff Supervised:	Head of Adult Services/Assistant Manager Head of Youth Services/Assistant Manager Head of Circulation Head of Thompson Library Station

Position Summary: Serves as the building manager of the Chardon Library by overseeing the security and condition of the physical building and the management and planning of the library and all library staff. Works to encourage an active Friends of the Library group and represents the library with key community groups. Supervises library service at Thompson Library Station.

Essential Job Functions: *(This list is illustrative, but not exhaustive for this position.)*

- Serves as the building manager by overseeing the security and condition of the physical building and the management and planning of the library and all library staff. Explains and promotes library policy to staff and patrons. Sets priorities for scheduling to insure good public service.
- Promotes programs and services to the public.
- Performs direct public service at the Reference desk as needed.
- Interviews, selects, and evaluates direct reports. Oversees the interviewing, selecting, and evaluating of public service staff.
- Serves as a part of the management team for the Geauga County Public Library by participating in manager meetings and other administrative or committee meetings. Serves as liaison to one of the public service department head teams.
- Insures materials budget is spent in an effective and timely manner. Monitors circulation statistics to better serve the needs of library users in purchasing materials. Sets priorities for collection development of Juvenile and Adult collections in consultation with the Heads of Youth and Adult Services.
- Represents the Library at meetings of key community groups. Works to encourage an active Friends of the Library group.
- Continues development of professional and managerial skills through reading, meetings, workshops, and conferences. Participates in professional organizations such as OLC and ALA.
- Works on special projects as requested.
- Other duties as assigned.

Minimum Knowledge, Skills, Abilities and Other Characteristics:

- Is able to plan and implement programs of public service, monitor budgets, and plans for collection development.
- Works well with community groups and volunteers; represents and promotes library interests in the community.
- Has a working knowledge of computers and software.
- Has reliable transportation in order to meet work obligations.

Minimum Education, Experience, and Licensing Requirements:

- ALA accredited MLS/MLIS degree.
- At least 5 years of experience with increasing levels of responsibility and supervisory experience.
- Has experience training, selecting, supervising, scheduling and evaluating staff.
- Willingness and adaptability to work in a changing work environment.

Physical Requirements:

- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, office equipment.
- Able to read a computer screen and printed material.
- Able to lift up to 10 pounds regularly and at least 40 pounds occasionally.

Application Deadline: Position will be advertised until filled, applications received by March 24, 2017 will receive first consideration.

If interested provide: Resume, work references and Geauga County Public Library application. Application form available online at:

http://geaugalibrary.net/newsite/images/PDF/job_Application_March_15_2016.pdf

Apply Online: **GCPL.recruiting@geaugalibrary@info**
Gauga County Public Library – Administrative Center
12701 Ravenwood Drive
Chardon, OH 44024