

Children's Services Manager

Full-time/Exempt Position - 40 hours per week

Rocky River Public Library is seeking a Children's Services Manager, a leadership position in a vibrant and innovative independent medium-sized public library in suburban Cleveland, Ohio; approximately 21,000 population; budget approximately 5 million. As part of our management team, this position requires strong people skills with the ability to manage, direct, develop, and inspire staff in the day-to-day operation of the Children's Services Department.

Rocky River Public Library delivers excellent service to children and families with an extensive collection, electronic resources, programming, and outreach. The Children's Services Manager will direct a department that has daily interaction with patrons to provide reader's advisory service and plans and delivers a full calendar of storytimes and other programs in two storytime rooms outfitted with up-to-date audiovisual equipment and an active outreach program to schools and childcare centers.

Responsible for managing Children's Services Department resources and staff to meet and anticipate the needs of children, parents, teachers, and caregivers through programming, outreach, collection development, and reader's advisory. Knowledge of Library technology and automation is essential. Strong organizational skills and ability to work collaboratively with staff and other managers necessary.

MLIS required. Two-three years' managerial experience in a public library Children's Service Department is preferred. Desirable qualifications include experience in children's programming and outreach and knowledge of child development, early literacy skills, children's literature, and collection development. Candidates should be good listeners and communicators, able to maintain and model a positive attitude, able to place top priority on customer service, and have a desire to foster and develop growth in staff.

The pay range for this position is \$44,800/yr. - \$67,200/yr., with a generous 224 hours per year of PTO (Paid Time Off) and many opportunities for professional development. Review the complete job description on the [RRPL website](#).

Send cover letter, resume, contact information for three professional references, and a one-page statement of your philosophy of management and your vision of public library service to children (email preferred) to:

jobs@rrpl.org
Sherry Shuster, HR Generalist
Rocky River Public Library
1600 Hampton Road
Rocky River, OH 44116

DEADLINE: Friday, November 5th at 5:00 pm

RRPL is an EEOO

Employment applications are available at the circulation desk of the Library or online at:
<https://rrpl.org/employment/>. No phone calls, please.