



Muskingum County Library System

The Muskingum County Library System is seeking a Youth Services Manager.

Muskingum County is located in beautiful Southeastern Ohio just 50 miles east of Columbus, Ohio and is the home of Ohio University-Zanesville Campus, Zane State College, and Muskingum University. The Library proudly and enthusiastically connects people with information, ideas, and each other and seeks a candidate who values diversity, service, lifelong learning, innovation, community and integrity.

Location: John McIntire Library

Salary: \$22.02 per hour (40 hours per week, varied schedule)

Closing Date: October 20, 2021

Job Responsibilities: Manages Youth Services (ages 0-18) and staff, and provides world class assistance, support, and customer service to library customers.

Qualifications: Master's degree in Library Science/Library and Information Science from an ALA accredited program; Minimum of 2 years successful work experience as a professional librarian; Training or experience in supervision of multiple people; Valid State of Ohio driver's license; availability to work evenings and weekends.

Knowledge, skills and abilities:

- Knowledge of library science and technology; library practices; supervisory principles
- Knowledge of public relations; reference materials, sources and research; collection development principles and practice; youth developmental stages and reading preferences;
- Ability to define problems, collect data, establish facts and draw valid conclusions; prepare meaningful, concise and accurate report
- Ability to relate well with youth of varying economic and social backgrounds
- Ability to exhibit a broad reading background; develop and maintain good working relationships with library customers, supervisors and co-workers; maintain confidentiality of confidential and sensitive subject matter
- Skill in creating age-appropriate youth programs

Benefits:

- Health Insurance with employer contribution to HSA
- Life Insurance
- 9 paid holidays
- 280 hours of PTO earned annually
- Employee Assistance Program

220 North Fifth Street – Zanesville, OH 43701 – (740)453-0391 – www.muskingumlibrary.org

- Retirement plan: OPERS- Mandatory 10% employee contribution, 14% employer contribution

Please send resume to Samantha Maxwell, HR Director at samantham@muskingumlibrary.org or mail to:
220 N. Fifth St
Zanesville, OH 43701

Muskingum County Library System is an Equal Opportunity Employer