



Position Available at the Akron-Summit County Public Library

JOB TITLE: BRANCH LIBRARY MANAGER

DATE: JUNE 3, 2023

LOCATION: RICHFIELD BRANCH

HOURS: Full-Time (40 hours), including evening and weekend hours

SALARY: Grade 15, \$61,963.20/year (Exempt)

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

The ASCPL is hiring a Branch Library Manager, with a focus on intermediate/teen librarianship, at our Richfield Branch to lead a seasoned team of employees to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

The Richfield Branch Library Manager works as both a supervisor and a Librarian. As a Manager, the role supervises employees, provides direction, coaches, trains and develops, hires, and manages performance to organization goals and expectations. The Manager also fosters community engagement, manages budgets and resources. As a Librarian with a focus on intermediate/teen customers, the role performs all related functions, including programming and collection maintenance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Required: Master's degree in Library and Information Science. A valid driver's license, automobile insurance, and reliable personal transportation. Ability to pass criminal background and education verification checks. Knowledge of management as it relates to supervision, functions, operations, and mission of the Library. Knowledge of the principles and practices of library science. Knowledge of library services and operations. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of basic economics, budgeting, and accounting principles and practices. Knowledge of the principles of intellectual freedom as they apply to public libraries. Skill in employee and facilities management. Ability to oversee, plan, and conduct programs and services for Library customers. Ability to lead and develop a department and department staff members. Ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction. Skill in customer service principles, practices, and programs. Ability to plan, implement, and manage change within the agency, division, and/or organization.

Preferred: Public Librarian Certification. 5 to 7 or more years of relevant library experience. 2 to 5 years of supervisory experience.

DEADLINE FOR APPLICATION: Open until filled

For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to library-HR@akronlibrary.org or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion