Assistant Manager—Willoughby Hills Library

Willoughby Hills, OH

**APPLICATION CLOSING DATE:**  1/19/2025

**Description**

The Willoughby-Eastlake Public Library System is seeking qualified candidates for a full-time Assistant Manager position at the Willoughby Hills Library branch. This employee reports directly to the Library Manager. In addition to the responsibilities of the Librarian, the incumbent is responsible for Adult programs and activities, scheduling Reference duties, and supervising Reference staff. The incumbent works closely with the Library Manager and is responsible for management of the agency in the absence of the Library Manager. The incumbent upholds Board of Trustee policies and all management decisions.

Full job description is available on the Willoughby-Eastlake Public Library Employment Page <https://we247.org/about/employment-opportunities/> .

**Job Type**

**Full-time:** 40 hours/week with excellent benefits

**Pay Range:** $54,000-60,000 depending on experience and qualifications

**Requirements**

* ALA-accredited MLS/MLIS
* Knowledge and experience with current library technologies
* Ability to workdays, evenings, and weekends as required
* Supervisory experience is preferred
* Experience working in public libraries preferred

Please complete the online application process located in the employment section at https://we247.org/about/employment-opportunities/. Upload a cover letter, resume and 3 professional references when prompted.

*No phone calls please.*

*The Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*