**Job Post for**

**Collections and Digital Services Manager**
**APPLICATION CLOSING DATE: 5/8/2025**

**Description**

The Willoughby-Eastlake Public Library is seeking applicants for the position of Collections & Digital Services Manager. As part of the management team, the chosen candidate oversees the Technical Services Department and the Interlibrary-Loan Department, and manages acquisition, processing, and cataloging of library materials. The Collections & Digital Services Manager coordinates our digital collections, including our eMedia (ebooks), subscription databases, and collection access through our website. The manager is also involved in development of system-wide programming. This may include programs for readers and/or training patrons on the use of digital content.

For the full position description please see <https://we247.org/about/employment-opportunities/> .

**Pay Range:** $68,000-$83,000 annual salary, depending on qualifications and experience. Full benefits including Ohio Public Employees Retirement System pension plan.

**Requirements**

· ALA-accredited MLS/MLIS

· Experience with automation and information technology

· Strong collections development experience

· Organizational & interpersonal skills

· Supervisory experience with unionized environment preferred

· Experience working in public libraries preferred

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

*No phone calls please.* *Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*

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