



Position Available at the Akron-Summit County Public Library

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 adult librarianship, at our Northwest Akron Branch to lead a 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 Northwest Akron Branch Branch Library Manager works 40 hours per week, including evenings and weekends, as both a manager 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 adult customers, the role performs all librarian functions, including programming, merchandizing, and collection maintenance.

Specific duties include:

- Leading employees in providing the highest quality service to all internal and external customers, including building morale, supporting teamwork, and managing group processes, as well as supporting the team to meet established branch objectives such as reference, collection maintenance, circulation, programming, publicity, and public use of facilities.
- Overseeing the planning, implementation, and merchandising of Library programs, services, and resources.
- Maintaining overall responsibility for branch security.
- Serving as Library liaison with all appropriate community organizations, nonprofit agencies, local businesses, schools, and other community stakeholders.
- Performing standard library routines (circulation, delivery, etc.) and providing direct customer service, including reference and reader's advisory.
- Serving as a key member of management; understanding the organization, financials, industry, customers, and strategy.
- Developing and maintaining a strong working relationship with the branch Friends of the Library group.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Required: Master's degree in Library and Information Science. 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. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less) and push Library materials carts up to 200 pounds. A valid driver's license, automobile insurance, and reliable personal transportation. Ability to pass criminal background and education verification checks.

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

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