

## **CCPL Branch Mgr. Applicant Packet**

Applicants are to submit the following:

- Cover Letter and Résumé
  - *Clark County Public Library Employment Application*, available at:
    - <https://ccploho.org/employment> or
    - [CCPL Branch Mgr. - Village](#) (home page of this document)
    - Choose a format – Save and attach in email response or print and include in mailed packet
  - Responses to *Experience Questionnaire (attached)*
  - Letters from three (3) professional references
- ★ Official sealed library school transcript will be required prior to interviews

**SUBMIT by USPS or email to:**

William Martino  
Office of the Director  
Clark County Public Library  
PO Box 1080  
Springfield OH 45501-1080  
[bmartino@ccploho.org](mailto:bmartino@ccploho.org)

View complete Position Description at: [CCPL Branch Mgr. - Village](#) (home page of this document)

Open until filled; first consideration given to complete application packets received by August 9, 2021.

For questions, please contact: Diana Garrison, HR Mgr., 937-323-9752, [dgarriso@ccploho.org](mailto:dgarriso@ccploho.org)

## **Clark County Public Library Supplemental Questionnaire – *Branch Manager***

*Please provide responses (300 words or less) to the following questions. Please include with submission of your Application materials as specified in the official Job Posting. Use additional sheets as necessary and number your responses.*

1. Describe your work experience performing professional and supervisory duties in a library, including the size and type of library, size of the department, volume of patron activity, number of staff you supervised and your management duties. and additional details relevant to this position.
2. Outline your programming experience, including types of programs, typical audience size, preferred audience age level and related information.
3. Describe your professional and/or personal involvement in any community groups and organizations as it relates to promoting community awareness of library resources.
4. Describe your philosophy of library customer service and provide examples of how you have delivered and/or managed outstanding service in a library environment.
5. Describe your strengths or areas of expertise and any additional experience relevant to the position's duties not already described.
6. Describe why you are excited to be a Librarian in today's world.