

Clark County Public Library Employment Opportunity



Job Title: *Branch Manager – Village* | Full-time/40-hour week | Grade: 25 | FLSA – Exempt

Location: **Village Shopping Center Branch**, 1123 Sunset Avenue, Springfield, Ohio, 45505

Under general direction, the **Branch Manager – Village** provides prompt, accurate assistance for patrons in utilizing library resources and services, oversees operations at the branch library, including maintaining collections, and supervising employees.

APPLICATION PACKET: Visit [CCPL Branch Mgr. – Village](#) for Application Packet details and list of required materials.

Open until filled – Review of complete, accurate submissions begins immediately upon receipt.

MINIMUM EDUCATION & EXPERIENCE:

- MLS or MLIS from an American Library Association accredited college (sealed transcript required) **and**
 - Minimum of two (2) years library experience with increasing levels of responsibility, and supervisory experience, preferably as a Public Library Branch Manager
- or*
- An equivalent combination of education, training and experience and the required knowledge, skills and abilities at the discretion of the Director and/or the Board of Trustees

MINIMUM QUALIFICATIONS:

- Able to present information and respond to questions from staff, patrons, and members of the community; deal effectively with challenging situations and individuals; treat others with respect and consideration regardless of cultural background, status, lifestyle choices, or position
- Knowledge of wide range of books and electronic media, authors, and available materials; provide Readers' Advisory
- Knowledge of MS Windows, research techniques, Internet, email, and related products (Polaris automation systems a plus); willingness to acquire new skills
- Excellent organizational, time management and written and verbal communication skills
- Knowledge of budget administration to assist with long-range planning for the library
- Ability to make analytical decisions with attention to accuracy and detail
- Ability to supervise personnel and plan and oversee department operations
- Branch operates 6 days a week; must be willing to work flexible schedule including evenings and Saturdays
- Valid Ohio driver's license and insurability on library's vehicle coverage
- Employment offer conditioned upon the applicant passing a criminal background check
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View [CCPL Branch Mgr. - Village](#) for more detailed requirements

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES (See [CCPL Branch Mgr. - Village](#) for more detail)

- Provides and models excellent customer service for the public and staff
- Hires, evaluates, and schedules staff; ensures compliance with policies and procedures
- Communicates with administration personnel on policies; ensures effective communication between departments
- Assists with materials selection, reflecting a diverse, current and relevant collection; maintains awareness of current library trends and community needs, maintains familiarity with various technologies
- Provides prompt, accurate assistance for patrons in utilizing library resources, services, and complaint resolution
- Organizes information and drafts branch-related manuals; compiles statistics and generates department reports
- Promotes and presents youth and adult programs
- Consistently presents Clark County Public Library in a positive manner and adheres to CCPL guidelines and procedures

SALARY / BENEFITS: **\$24.39** per hour. Full-time. Section 125 health insurance offering (Medical, Dental, Vision), employer-paid life insurance, Ohio Public Employees Retirement System membership, four (4) wks. vacation accrual, ten (10) holidays, and sick leave allowance in accordance with CCPL guidelines. 457 Ohio Deferred Compensation Plan membership available. Direct Deposit to financial institution required, pursuant to O.R.C. 125.151(B)

Clark County Public Library is an Equal Opportunity Employer and provider of services