

Job Title: *Branch Manager – Southgate* | Full-time/40-hour week | Grade: 25 | FLSA – Exempt
Location: *Southgate Branch, 1863 South Limestone St., Springfield, Ohio, 45505*

Under general direction, the **Branch Manager – Southgate** 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. – Southgate](#) for Application Packet details and Position Description

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
- Criminal background check and reference checks required
- 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: (*View Position Description for additional detail. Use link above*)

- Create and 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, 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

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES (*View the Position Description for a list of illustrative duties*)

- 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.
- Adheres to CCPL guidelines and procedures

SALARY AND BENEFITS: **\$29.08** per hour. Ohio Public Employees Retirement System membership; four (4) wks. vacation, 12 holidays, and sick leave according to CCPL guidelines. CCPL-provided group-term life insurance, comprehensive, affordable medical, dental, and vision plans, and voluntary life insurance offerings. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required.