



Geauga County
Public Library

EMPLOYMENT OPPORTUNITY

2 AVAILABLE POSITIONS: Chardon Library and Geauga West Library

Application Deadline: Position will be advertised until filled, applications received by Friday, January 26, 2018 will receive first consideration.

Position Title:	Library Building Manager
Classification:	Manager I, Grade 27
Rate of Pay:	\$53,373
Hours /FLSA status:	40 - Exempt Full-time; including routine evenings and weekends on a rotating basis.
Reports to:	Assistant Director
Staff Supervised:	Head of Adult Services/Assistant Manager Head of Youth Services/Assistant Manager Head of Circulation

Geauga County Public Library is seeking an experienced Branch Manager who has a positive attitude along with enthusiasm for library public service and management.

The ideal candidate will have the following attributes:

- ✓ Demonstrates and models excellent internal and external customer service. Maintains frequent personal presence in public areas to ensure outstanding service.
- ✓ An effective leader fully engaged in the strategic planning process and committed to implementation of the GCPL strategic plan, goals, and mission.
- ✓ A leader who has the ability to develop, motivate, and direct all staff.
- ✓ A leader who can spark curiosity, inspire creativity and problem solving.
- ✓ Actively leads, empowers, and supervises the Branch to enable an excellent customer experience and ensure continuous improvement and consistency in the way in which library users experience the Library.
- ✓ Ability to analyze problems, identify alternative solutions, project consequences or proposed actions, implement recommendations in support of strategic plan and goals as well as monitor the results.

Position Summary: Serves as the building manager of the Library by overseeing the security and condition of the physical building and the management and planning of the library and all library staff. Works to encourage an active Friends of the Library group and represents the library with key community groups. A strong communicator and with the ability to summarize and present information about the Library to various audiences including, the staff, the community, and other stakeholders.

Minimum Education, Experience, and Licensing Requirements:

- ALA accredited MLS/MLIS degree.
- At least 5 years of experience with increasing levels of responsibility and supervisory experience.
- Has experience training, selecting, supervising, scheduling and evaluating staff.
- Willingness and adaptability to work in a changing work environment.

Physical Requirements:

- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, office equipment.
- Able to read a computer screen and printed material.
- Able to lift up to 10 pounds regularly and at least 40 pounds occasionally.

If interested provide: Resume, work references and Geauga County Public Library application.

Application available online at: <http://divi.geaugalibrary.net/28458-2/career-opportunities/>

Apply Online: **GCPL.recruiting@geaugalibrary.info**

Gauga County Public Library – Administrative Center

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