



Puskarich
Public Library System

BRANCH MANAGER OPENING

JOB TITLE: BRANCH LIBRARY MANAGER

DATE: JANUARY 2025

LOCATION: SCIO BRANCH LIBRARY, SCIO, OH

HOURS: Full-time (35 hours) including evening and weekend hours

SALARY: Dependent on experience

DUTIES & RESPONSIBILITIES:

Manages all branch operations, including scheduling, evaluating, and training of branch employees; manages the branch facility, including overseeing the general building maintenance; maintains positive public relations with the community by promoting library services, developing rapport with customers, key community leaders and organizations; develops library programs for children, young adults and adults; oversees children, young adult and adult material collections, and branch book inventory; provides general reference services to customers, including readers' advisory and book talks, assist individuals with computer issues and accessing eBooks, preparing deposits, and must also perform other tasks as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proven aptitude in professional library science, preferably in a public library setting, including a comprehensive knowledge of reference sources, reader interest levels, books and authors; demonstrated supervisory skills; ability to assess community interests and needs to develop programs and services accordingly; knowledge of common computer programs, ability to troubleshoot equipment, excellent customer service skills, including the ability to establish and maintain effective working relationships with others; monitoring of building issues, professional presentation skills and sound professional judgment.

DEADLINE FOR APPLICATION: Open Until Filled

For consideration, applicants must submit a resume including salary history and a cover letter indicating previous applicable experience and trainings. Resumes should be emailed to sthompson@seolibraries.org or mailed to Puskarich Public Library, Attn: Sandi Thompson, 200 East Market St., Cadiz, OH 43907. For more information about the library, please visit our website: www.go2library.org

THE PUSKARICH PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER.