

POSITION ANNOUNCEMENT

ADULT DEPARTMENT SUPERVISOR – FULL TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. In 2016, over 100,000 people enjoyed library events - storytimes and children's events, computer programs, summer reading games, author visits, cooking demonstrations, and STEAM and STEM hands on learning. Our events are fun, learning experiences. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Medina Library is seeking a vibrant, personable and flexible supervisor to coordinate and direct the operation of the Reference and Adult/Teen Services Department. Responsible for all department operations including planning, coordinating and implementing programs and policies, scheduling staff and programs, assisting in maintaining collection. Promotes the Library in the community. Supervises staff of ten, including Teen Librarian. Duties include hiring, training, scheduling and evaluating. Works closely with other building supervisors and Family History and Learning Center Manager. Reports to Library Manager. The Supervisor also provides direct library services to the public, performing reference, reader's advisory, and programming for teens and adults.

QUALIFICATIONS:

Candidate must possess a Master's degree in Library Science from an accredited ALA institution or be within six (6) hours and six (6) months of graduation; minimum of two years of library experience; excellent communication skills; knowledge and skills in adult services and programming, electronic information resources, and reader's advisory; ability to handle multiple tasks and ability to be a member of the building Supervisors Team. Supervisory experience strongly preferred.

SALARY:	\$38,298 - commensurate with experience and in accordance with specified salary schedule Grade 10
BENEFITS:	22 days vacation, sick leave, holidays, group health benefits, Public Employees Retirement System
HOURS:	Full-time, 37.5 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (<i>schedule subject to change based on needs of the library</i>)
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcld.info Email to: human.resources@mcld.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Friday, November 17, 2017

11/3/2017