

POSITION ANNOUNCEMENT

CHILDREN'S SERVICES DEPARTMENT SUPERVISOR – FULL TIME BRUNSWICK 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:

Coordinates and directs the operation of the Children's Services Department of the Brunswick Library; including scheduling staff and department storytimes and programs, coordinating and implementing policies and assisting in maintaining collection development. Promotes the Library in the community. Supervises staff of six including interviewing, training, scheduling, coaching, and evaluating. Serves on system-wide teams and committees and assists with community partnerships and events. Reports to Library Manager. The Supervisor also provides direct library services to the public performing reference, reader's advisory, and programming for children and families.

QUALIFICATIONS:

Candidate must possess an ALA accredited Master's Degree in Library Science; minimum of two years library experience; excellent communication skills; knowledge and skills in children's services and programming, reference, online resources, and reader's advisory; ability to handle multiple tasks. Supervisory experience strongly preferred. Physical demands include the ability to lift up to 25 pounds of material on occasion, sit, kneel, climb and move in other ways to engage with preschool children and caregivers.

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.mccl.info Email to: human.resources@mccl.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Friday, October 13, 2017

9/29/2017