



**EMPLOYMENT OPPORTUNITY:** Customer Services (Circulation) Manager

**Date:** June 8, 2026

**Hours:** Full-time (35 hours)

**Starting Salary:** \$17.50/hour (Commensurate with experience)

Join our team at the Barberton Public Library! We are looking for a welcoming, service-minded professional to serve as our Customer Services Manager. This full-time position offers the opportunity to make a meaningful impact in our community while working with a dedicated team. The role requires a flexible schedule, including evenings and weekends.

**ABOUT THE LIBRARY**

Since 1903, the Barberton Public Library has been a valued part of the community. Our mission is to promote independent thought and foster meaningful community connections by providing services and resources that support educational, creative, personal, and professional growth.

We are proud to offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary health, dental, and life insurance options, and retirement through the Ohio Public Employees Retirement System (OPERS).

**JOB RESPONSIBILITIES**

We are seeking an enthusiastic and collaborative leader to manage the Customer Services Department and help advance the Library's mission of providing exceptional service to every visitor. In this role, you will train, supervise, schedule, and support staff to ensure smooth daily operations and a positive customer experience. Responsibilities also include registering customers for library cards, answering directional questions, processing passport applications, compiling statistics, and managing the Library's meeting room schedule. The Customer Services Manager also serves as a member of the Library's management team.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

An associate degree in a related field with a minimum of four years of related work experience and a demonstrated ability to supervise staff is required. Proficiency in library technology systems and MS Office; excellent communication skills and customer service experience; an understanding of library practices in regard to confidentiality, equal access, and the principles of intellectual freedom.

**DEADLINE FOR APPLICATION: Open until filled** (initial review of applicants will begin on June 29, 2026). We encourage interested candidates to apply by submitting an application, resume, and cover letter to [employment@barbertonlibrary.org](mailto:employment@barbertonlibrary.org) or to:

**Director  
Barberton Public Library  
602 W. Park Avenue  
Barberton, OH 44203**



The Barberton Public Library is an Equal Opportunity Employer.