



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

**Date:** October 6, 2025

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

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

Come join our team! The Barberton Public Library is seeking a qualified candidate for the position of Customer Services Manager. The position is full-time and requires a flexible schedule, including evenings and weekends.

**ABOUT THE LIBRARY**

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

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

**JOB RESPONSIBILITIES**

The Barberton Public Library is seeking an enthusiastic individual to manage the Customer Services Department and support the Library's mission of providing exceptional customer service. This individual will train, supervise, schedule, and review the work of staff to ensure effective daily operations of the department and customer satisfaction. Work also involves registering customers for library cards, answering directional questions, processing passport applications and serving as passport program manager, compiling library statistics, and managing the Library's meeting room schedule.

**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 October 24, 2025) For consideration, applicants should submit 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.