



Employment Opportunity

Customer Services Manager (full-time)

The Barberton Public Library is seeking an enthusiastic individual to manage the Customer Services (Circulation) 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 compiling monthly and yearly statistical reports, circulating library materials, registering customers for library cards, answering directional questions and managing the Library's meeting room schedule. The schedule includes days, evenings and weekends.

The Barberton Public Library offers excellent benefits including vacation and sick leave, 11 paid holidays, Ohio Public Employees Retirement, and health and life insurance. We support continuing education for all staff members.

Qualifications

An associate's degree in a related field is required. A minimum 4 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.

Starting salary

\$12.91 – 18.66 per hour / 35 hours per week Starting compensation depending on qualifications and experience.

Application

For consideration, applicants should submit a resume, cover letter and application (available at www.barbertonlibrary.org/employment) to director@barbertonlibrary.org. Initial review of applicants will begin August 2, 2021. The position is open until filled.

Barberton Public Library
Ann Hutchison, Director
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THE BARBERTON PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER.