

*The Dayton Metro Library is seeking a full-time* ***Assistant Branch Library Manager*** *for the West Branch Library. The ideal candidate will be customer-service focused, adept in building strong teams, and eager to assist their manager in overseeing the daily operations of the branch. This person will serve as the person-in-charge frequently. If you enjoy helping others, we invite you to apply today!*

*DML is committed to cultivating environments and a workforce that reflects our community. As such, we encourage everyone to apply. Further, we recognize the importance of language expertise on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).*

**Essential Job Duties**

* Assists the Branch Library Manager in establishing and implementing goals and objectives for branch service which support the Library’s mission.
* Assists the Branch Library Manager in directing all branch services such as reference assistance, readers’ advisory, outreach, circulation, and programming. Assists the Branch Library Manager in ensuring that customer service is a top priority for all branch staff members.
* Assists the Branch Library Manager with hiring, training, supervising, scheduling, coaching, and evaluating employees in assigned branch. Assists with overseeing branch volunteers. Serves as liaison between branch employees and the Branch Library Manager.
* Assists the Branch Library Manager with ensuring the efficient, effective, customer service-oriented delivery of services to branch Library patrons. Maintains a current knowledge of Library operations, policies, and procedures. Demonstrates and models excellent internal and external customer service. A minimum of 10-20% of work time is spent at a public service point.
* Provides input and suggestions to the Branch Library Manager regarding the branch collection and donated materials. Arranges for repair, cancellation, or redistribution of materials as needed.
* Assists the Branch Library Manager in promoting community awareness of the Library and establishes effective communication with community groups, organizations, and individuals.
* Provides input to the Branch Library Manager in preparation of annual budget requests, quarterly, topical, and other reports as requested.
* Answers patrons’ reference questions and assists patrons in selecting and locating materials. Assists patrons in the use of computers, personal electronic devices, and Library virtual materials.
* Assists the Branch Library Manager in monitoring branch facility needs. In the absence of the Branch Library Manager, initiates maintenance and repair of branch building, equipment, and grounds in cooperation with the Facilities Director.
* Assists the Branch Library Manager in maintaining a safe and secure facility for staff and patrons in conjunction with the Safety and Protective Services Director.

**Job Qualifications**

* Master’s degree in Library and Information Science from an ALA accredited program preferred or an equivalent such degree in education or social work.
* Previous supervisory experience preferred.
* Valid driver’s license, acceptable motor vehicle record, and continuous insurability required.
* Ability to plan, schedule, and oversee branch operations and personnel.
* Knowledge of professional library principles, theories, concepts, policies, and procedures.
* Knowledge and appreciation of literature, periodicals, web sites, social media, and other electronic media which constitute a diverse, current and relevant collection.
* Ability to develop programs and services to meet community needs.
* Ability to maintain effective relationships with community officials, leaders, organizations, the public and the staff.
* Ability to present information and respond to questions from staff, patrons, and members of the community individually and in a group setting. Ability to deal effectively with confrontational individuals and/or challenging situations.
* *Schedule includes day, evening, and Saturday hours.*

**Compensation and Benefits**:  Salary is negotiable starting at $57,669 annually. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

To apply, visit <https://www.daytonmetrolibrary.org/careers/> This position is open until filled.

*The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*