



Wayne County Public Library
Position Opening

Title: Bookmobile Manager - full time

Date Posted: July 21, 2021

Job Responsibilities: Manages the daily operation of the library's mobile branch including two vehicles and 8 staff. Supervises staff -- participates in hiring, scheduling, training and evaluation; ensures the safe and effective delivery of bookmobile services; assures compliance with system policies and procedures; develops and implements department specific procedures as needed; fosters communication between other departments, bookmobile location contacts, and the community; participates in planning; administers the departmental budget; prepares reports; determines bookmobile locations and schedule; works with vendors; schedules routine bookmobile maintenance

Qualifications: Bachelor's degree with demonstrated management and customer service skills. Priority to persons with previous library experience.

Working Conditions: Moderate manual dexterity for basic computer work; ability to work in close quarters with co-workers and patrons; ability to stoop, bend, and lift adequate to shelve and retrieve library materials. Primarily office based with occasional direct service on a mobile branch

Work Hours: Monday through Friday. May include an occasional evening

Knowledge of: Basic library policies and procedures, budget administration, Dewey Decimal Classification System, basic library science and technology, automated data systems and typical office computer software

Skills and Abilities: Presents a positive, professional image to the public; develops and maintains effective working relationships with supervisor, staff, and the public; communicates effectively in written and oral form; maintains confidentiality.

Pay Range: \$36,504 - \$49,426. Full benefit package including retirement, vacation, sick leave, health insurance, life insurance, and optional dental and vision care

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources

Deadline: Applications will be accepted until the position is filled.