



**Bremen Rushcreek Memorial Branch /Early Literacy Center
& Johns Memorial Branch Manager**

**Bremen Ruchcreek Memorial Branch
Early Literacy Center
200 School Street
Bremen, Ohio 43107**

**Johns Memorial Branch Library
116 E. High Street
Amanda, OH 43102**

Status: Full-time (37.5 hrs./week) Exempt

Pay Range: \$51,129.00 annually

Immediate Supervisor: Coordinator of Circulation & Customer Services

Education: MLS or MLIS required plus three to five years in a public library setting with successful progressive responsibilities preferred.

Manager of these branches will be responsible for providing a full range of library services to patrons with an emphasis on early literacy services. The work requires that the employee have excellent judgment as well as excellent knowledge, skill, and ability in every phase of the public library field and specialized training in early literacy.

Duties include supervising the day-to-day operations of both the Bremen Branch/Early Literacy Center and Johns Memorial Branch by scheduling employees within the branches and allocating specific work assignments and responsibilities pertaining to operations and services, doing reference work, materials review, maintenance of collections of materials, outreach services to early learning agencies, promoting library use and managing and evaluating staff. This position requires the planning, promoting, and presenting of traditional and innovative programs and events for children, teens and adults.

Please send a cover letter, resume, and references to Becky Schaade, Library Director at bschaade@fcdlibrary.org. Applications will be accepted through Friday, November 17, 2017.