

We're hiring at Centerville-Center Township Public Library!

Public Services Manager

Responsibilities:

- Plan, coordinate, and facilitate all aspects of public services, with particular emphasis on youth services.
- Oversee daily building operations.
- Develop and coordinate library events and programs.
- Market the library's services and events.
- Supervise, train, and schedule library staff.
- Work at the circulation desk.
- Administer the library in the absence of the director.

Qualifications:

- Bachelor's degree required. Masters of Library Science preferred or equivalent combination of education and experience.
- Supervisory experience.
- Customer service experience.

Abilities:

- The most essential ability – truly delight in helping people, always exhibiting warmth, care, and professionalism.
- Outstanding communicator, orally and in writing.
- Proficient with technology, able to troubleshoot and teach about devices and social media.
- Good time manager, disciplined and organized.
- Keen observer of detail, being the first to see areas that need attention.
- Creative and visionary, always attuned to new and better.

This position is budgeted for 36 hours per week. Benefits include a flexible paid-time-off plan, paid holidays, and participation in the Indiana retirement plan with both employer and employee contribution paid by the library. Minimum salary of \$16.00 per hour.

Interested candidates may send a letter of interest, resume, and three references to the director, Beth Treaster, by email at btreaster@centervillelibrary.info.



Centerville-Center Township Public Library
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