



## Muskingum County Library System

The Muskingum County Library System is seeking an Adult Services Manager.

Muskingum County is located in beautiful Southeastern Ohio just 50 miles east of Columbus, Ohio and is the home of Ohio University-Zanesville Campus, Zane State College, and Muskingum University. The Library proudly and enthusiastically connects people with information, ideas, and each other and seeks a candidate who values diversity, service, lifelong learning, innovation, community and integrity.

Location: John McIntire Library

Salary: \$22.02 per hour (40 hours per week, varied schedule)

Closing Date: March 19, 2021

**Job Responsibilities:** Manages the day-to-day activities of Adult Services and staff in order to ensure efficient operations and delivery of quality services to library customers. Develop the adult materials collection and coordinates related programming.

**Qualifications:** Master's degree in Library Science/Library and Information Science from an ALA accredited program; Valid State of Ohio driver's license; availability to work evenings and weekends.

**Knowledge, skills and abilities:**

- Minimum of 2 years successful work experience as a professional librarian
- Demonstrates ability to drive operational efficiency and customer service through effective management of day-to-day activities of staff
- Skilled in leading, developing and building the performance of a team
- Thorough knowledge of professional library methods, practices, principles, technologies, reference resources and readers' interest
- Ability to communicate and interact effectively with internal staff, customers and external resources.
- Ability to work independently, adapt to changing priorities and effectively resolve staff and/or customer service issues

Please send resume to **Samantha Maxwell, HR Director** at

[samantham@muskingumlibrary.org](mailto:samantham@muskingumlibrary.org) or mail to:

220 N. Fifth St

Zanesville, OH 43701

Muskingum County Library System is an Equal Opportunity Employer