



Franklin Library • 44 E. Fourth Street • Franklin, Ohio 45005 • 937-746-2665  
Springboro Branch • 125 Park Lane • Springboro, Ohio 45066 • 937-748-3200

# EMPLOYMENT OPPORTUNITY

## Springboro Branch Manager, Full-Time

**Date of Posting:** March 10, 2026

**Job Title:** Branch Manager

**Hours:** Full-Time (37.5 hours per week), Exempt

**Location:** Springboro

**Reports to:** Director

### ***Library Overview***

The Franklin-Springboro Library system serves over 54,000 residents in northwestern Warren County, Ohio. The Library operates two locations. The Franklin Library, which first opened in 1923 and operates out of a 24,800-square-foot building that opened in 2002, and the Springboro Branch, which opened in 1989 and operates out of a 13,935-square-foot building. The Springboro building was expanded in 1999 and 2023.

### ***About this Position***

The Franklin-Springboro Public Library is seeking a full-time Branch Manager for the Springboro Branch. The chosen candidate will be responsible for the effective day-to-day operation and management of the Springboro location. The ideal candidate must foster a positive work environment, possess strong leadership skills, be customer-service focused, adept at building strong teams, and have excellent problem-solving abilities.

### ***Responsibilities***

- **Staff Leadership & Management:** Interview, hire, train, supervise, and schedule staff; ensure that all staff possess a working knowledge of relevant Library policies and procedures. Oversee the implementation and execution of Library policies and procedures to maintain system-wide consistency; in collaboration with trained staff, handle patron behavior issues and general incidents on Library property; maintain proper documentation of all Library happenings including staff and patron based interactions and situations; in collaboration with the Library Director or management, handle staff performance issues, related documentation, institute and oversee training/re-training initiatives, focusing on consistency while maintaining staff privacy and decorum; foster a positive work environment promoting unity across both branches; effectively communicate with patrons, staff, and administrators in a timely manner.
- **Operations & Service Delivery:** Manage day-to-day Library operations, demonstrate and ensure excellent customer service, provide technology assistance, perform readers' advisory, and resolve complex issues. Work cohesively with the Technology Coordinator to ensure consistent training, usage, and risk aversion techniques are employed system-wide.
- **Community Outreach & Programming:** Ensures the efficient, effective, and customer service-oriented delivery of services and programs to branch Library patrons. Assure services are responsive to community needs. Promote community awareness of the Library by establishing and maintaining effective communication and partnerships with community groups, organizations, and individuals.

- **Facility & Resource Management:** Monitor branch facility needs. Initiate maintenance and repair of the branch building, equipment, furniture, and grounds in cooperation with the Building Operations staff and the City of Springboro to ensure that the facility is safe, secure, and accessible. Oversee branch collection management in coordination with the Collection Development Team and Shelving Supervisor (e.g., cleaning, weeding, curation, repair, cancellation, redistribution).
- **Administration & Planning:** Assist in the development of policies and procedures in cooperation with administrative staff. Serve as the liaison between the administration and staff. Communicate and collaborate with administration on system-wide initiatives, issues, and decision-making through consistent information sharing and regular attendance at managers' meetings.

### **Qualifications**

- A Bachelor's degree is desired or a combination of education, training, and significant work experience.
- Supervisory experience required.
- Possess a valid driver's license with an acceptable motor vehicle record. Maintain an acceptable motor vehicle record to ensure insurability.
- Ability to effectively and efficiently plan, direct, schedule, and oversee branch operations and personnel.
- Ability to learn and demonstrate a comprehensive and functional understanding of professional library principles, theories, concepts, platforms, technology, resources, policies, and procedures.
- Utilize Library policies and procedures to ensure professionalism, consistency, and effective resolution when managing confrontation, complaints, or challenges.
- Constructively addresses patron feedback. Investigate, follow up, and resolve issues.
- Maintain composure and emotional balance while dealing with the public and staff.
- Present the Franklin-Springboro Public Library and its services positively and adhere to best practices as established by the Library.
- Handle issues as they arise, including cleaning, basic plumbing, and maintenance tasks.
- Comply with work scheduling and attendance requirements, including dependability, punctuality, and flexibility. The Library operates seven (7) days a week and requires staff members to work a flexible schedule. Work on call as needed.
- Performs other duties as required.

**BENEFITS:** This is a full-time exempt position. The hourly pay rate starts at \$25.55 for this position and is dependent on qualifications. Benefits include sick and vacation leave, health, vision, dental, and life insurance and membership in the Ohio Public Employees Retirement System (OPERS).

**TO APPLY:** Submit a letter of interest and complete an application form available at either FSPL location or at [www.fspl.org/content/employment-opportunities](http://www.fspl.org/content/employment-opportunities). Applications may be submitted at either branch or emailed to [fspl@fspl.org](mailto:fspl@fspl.org).

**DEADLINE:** Applications received before March 31, 2026, will receive preference. Position will remain open until filled.