



Ashe County Public Library Circulation Manager

Would you enjoy leading a dedicated team in providing excellent customer service in a library setting? Do you excel at organization and attention to detail? Are you a critical thinker who also has a heart for serving people well? We are seeking a candidate with a background in public libraries to lead the administration, daily operations, and continued development of our Circulation department.

DATE LISTED: March 20, 2026

CLASS TITLE/JOB TITLE: Manager II / Circulation Manager

LIBRARY: Ashe County Public Library

CITY: West Jefferson, NC

STARTING SALARY: \$39,846.47

QUALIFICATIONS: Candidates must have a bachelor's degree, a minimum of two years of library experience, and prior supervisory experience. Public library experience is preferred.

DUTIES: An employee in this position is responsible for the administration, operation, and development of the library's circulation department.

EXAMPLES OF WORK: Works with the County Librarian to interview and hire circulation staff; schedules, trains, supervises, and evaluates circulation staff; manages activities at the circulation desk and provides all related services; resolves patron complaints and provides interpretation of circulation policies and procedures; generates reports; manages budgets related to general supplies; as part of the management team, periodically assumes full responsibility for the operation and security of the library; other duties as assigned

SELECTED KNOWLEDGE, SKILLS, AND ABILITIES: Deal tactfully, courteously, and effectively with the public and other employees; possess effective verbal and written communication skills; ability and willingness to assume responsibility, make decisions, and solve problems; can use computers and learn computer systems; can bend, lift, stoop, and carry; ability to supervise and motivate personnel; knowledge of library procedures, operations, and services; knowledge of NC Cardinal's integrated library system; ability to run reports in NC Cardinal; is detail-oriented, with the ability to prioritize tasks, manage details, and work efficiently and accurately

TO APPLY: Send cover letter, resume, and references to County Librarian Laura McPherson at lmcperson@arlibrary.org

CLOSING DATE: This position is open until filled.