

TITLE/CLASS: Branch Manager (Part-Time)/ Library Associate I
Library: Traphill Branch Manager, Wilkes County Public Library
City: Traphill NC
Starting Salary: \$14.61/hour (Part-time)
Reports To: Wilkes County Librarian

The Wilkes County Library, part of the Appalachian Regional Library, is seeking a dynamic individual to become the next branch manager of the Traphill Branch of the Wilkes County Public Library.

Qualifications:

Completion of at least two (2) years of college and three (3) years of public library experience.

Duties & Responsibilities:

Operate the branch library in accordance with all rules, regulations and schedules set by the Wilkes County Librarian and the Appalachian Regional Library.

Aid patrons in the selection of books, reference materials and other items using the online catalog.

Plans, organizes and carries out various programs of interest to library patrons

Holds weekly reading programs for children

Plans and carries out summer reading programs for all ages

Works with the County Librarian in collection development for the branch, including selection and de-selection of materials

In cooperation with the County Librarian, writes grant proposals when appropriate to benefit the branch library

Responsible for reporting of statistics and for the monthly cash report

Knowledge, Skills & Abilities

Ability to deal tactfully, courteously, and effectively with the public and other employees

Ability to work alone in a branch library and maintain operations

Working knowledge of library systems, routines, and procedures

Ability to keep records and prepare reports

Effective verbal and written communication skills

Availability:

Available Immediately. Review of applications will be ongoing until the position is filled.

To Apply and for further information:

Send a cover letter addressing your qualifications for the position, a current resume, and list of three professional references to hr@arlibrary.org. Questions about this position may be directed to HR at this email address.