

POSITION: Librarian IV – Branch Manager

Craven-Pamlico Regional Library (CPRL) is looking for a dynamic individual committed to excellence, integrity, and teamwork as manager of both the Cove City and Vanceboro Craven County Public Libraries.

LOCATION: Cove City, NC, and Vanceboro, NC

NOTE: Both library branches operate on a part-time schedule. Both are located in beautiful scenic Eastern North Carolina and are located within a 20-minute drive of New Bern, NC. Each library has three part-time employees (total 6) and serves the general public, local public school and community college students, and local military residents. The Branch Manager will report to the CPRL Director.

SALARY: Beginning at \$38,000 with holiday pay; Health insurance; Sick and vacation leave accrual after a 6-month probationary period. Position is eligible for the NC Local Governmental Employees' Retirement System.

WORK SCHEDULE: Exempt position. This is a 40-hour a week position, including nights and weekends.

QUALIFICATIONS: Master's degree in Library Science, 3-5 years of progressively responsible experience in a public library setting, including administrative and supervisory duties, and the ability to obtain/possess North Carolina Public Librarian certification.

ESSENTIAL DUTIES:

- Performs administrative and professional library work in planning, organizing, and directing the day-to-day operations of a public library program
- Creates daily, weekly, monthly, and special event schedules to ensure that the branch is adequately staffed
- Hires, supervises, and trains branch staff and/or volunteers on duties at the circulation desk and customer service policy
- Develops and presents annual budget proposals, and monitors assigned line items to ensure budget discipline is maintained. Trains new staff and/or volunteers on duties at the circulation desk and customer service policy.
- Supervises the circulation of library materials, including new patron registration, reserving books, processing over-dues, processing incoming books, and shelving of library materials
- Has the ability to lead branch toward the vision, mission, and strategic goals of Craven-Pamlico Regional Library
- Supervises patron usage of the Internet and computer stations
- Provides patrons with directional and procedural assistance, either in locating materials here or from other libraries or with computers, copy, or fax machines
- Provides patrons with reference assistance when necessary
- Assists in collection management, through purchasing requests and withdrawing items in accordance with the Collection Development policy
- Attends meetings and maintains professional development regarding library functions
- Makes recommendations for improvements in services and collection
- Respects the confidentiality of library users and records
- Maintains an attractive branch including collection, displays, and building appearance
- Performs related work as needed

## JOB REQUIREMENTS:

- Must possess a MLS Degree; Public library supervisory experience preferred
- Ability to establish and maintain meaningful community partnerships for the library
- Ability to promote the library to the surrounding community in a positive manner
- Knowledge of and adherence to CPRL Library policies
- Knowledge of personnel, time management, and budgeting principles
- An evolving knowledge of the professional practices, procedures, and techniques of library science
- Working knowledge of circulation services and procedures
- Ability to keep and maintain a variety of library records and statistics
- Ability to exercise tact, initiative, and independent judgment
- Ability to perform various clerical and computer functions
- Ability to communicate effectively, both written and orally
- Willingness to work evenings and Saturdays.
- Previous circulation desk or related work experience
- Ability to lift up to 40 lbs.
- Relationship-building with all levels of staff and administration
- Other duties/tasks as required

In addition, the ideal candidate is a flexible leader with a proven track record advocating for and expanding library services. The candidate will embrace change and will have high expectations for his/her own work and the work of others.

## SPECIAL REQUIREMENTS:

- Must obtain North Carolina Public Librarian Certification within six (6) months
- Valid driver's license in the State of North Carolina

AVAILABLE: Start date is July 16, 2020

APPLY BY: July 1, 2020

TO APPLY: Download a CPC Regional Library Application <https://cprl.org/about-us/work-with-us/> and email or mail to Katherine Clowers. A letter of interest and a resume are required and will not be accepted in lieu of a completed CPC Regional Library application.

Applications may be faxed to Katherine Clowers, Interim Regional Director 252-638-7817; emailed to [kat.clowers@cprl.org](mailto:kat.clowers@cprl.org); or mailed to 400 Johnsons Street, New Bern, NC 28562.

FOR ADDITIONAL INFORMATION: Contact Katherine Clowers, Interim Regional Director (252) 638-7812 or [kat.clowers@cprl.org](mailto:kat.clowers@cprl.org).