

West Elkton Branch Manager

Starting Salary: \$12/hour, depending on qualifications and experience

Hours: 15 hours/week (Monday, Wednesday, and Thursday 1:00-6:00 pm)

Benefits: Paid professional training, educational reimbursement, vacation and sick time, mileage reimbursement, no library fees, etc.

Supervisor: Library Director

Position Description: Administer and operate the branch library.

Minimum Qualifications:

- Two years of experience in library or non-profit community service with the public, active community involvement.
- Good communication skills
- Positive attitude to serve all types of people
- Basic computer skills
- Ability to physically perform the essential functions below

Responsibilities:

- Responsible for library security
- Responsible for cleanliness of library
- Participates in the hiring, supervising, and evaluation of library assistant
- Identifies staff training needs
- Interprets the Preble County District Library's policies and procedures
- Maintains branch collection
- Submits recommendations for purchase
- Monitors branch's budget
- Provides user guidance in use of library equipment, materials, and databases
- Provides Readers Advisory
- Accurately and efficiently use the library's ILS
- Operates and troubleshoot library equipment
- Works cooperatively with colleagues
- Plans and implements programs, special events, and displays
- Cooperates with schools and groups for tours, material selection, and other special needs
- Promotes the library positively in the local community
- Develops positive relationships with local organizations and businesses
- Maintains awareness of current library trends and developments through conference attendance
- Other duties as assigned

Preble County District Library is an Equal Opportunity Employer. American Libraries subscribe to the democratic American Library Association Bill of Rights which emphasizes serving all people and all viewpoints.

Send Application, Cover Letter, Resume, and References to lauren@preblelibrary.org