



Craven-Pamlico Regional Library


Invites application for the position of:

Branch Manager - Cove City -Craven County Public Library

Salary: Beginning at \$42,994.00

Opening Date: 6/13/25

Closing Date:Until Filled

 To be considered for this position you must attach a cover letter and resume to your CPRL online application and email to hr@mycpirl.org with Cove City Manager in subject heading.

Position Overview:

Located in beautiful scenic Eastern North Carolina, the Cove City-Craven County Library serves the general public, local public school, local military residents, and local businesses. Cove City is a small, rural area with a strong hometown presence. The Cove City-Craven County Library is the central hub of the town and serves as a community center for all ages, with unique teen and senior programming. While most programming is for children, teen, adult, and senior programming continues to grow. Several nights are required for board meetings, Friends of the Library Meetings, and other organizational meetings. Occasional Saturdays are required for community happenings and special library events. Library hours are 10-6 Monday through Thursday, and 10-2.

Purpose of the position: The primary purpose of this position is to provide leadership and oversight of the general operation and library services for a CPRL Library branch, including managing the overall service plan and operation of the branch and performing professional library work requiring the application of specialized library techniques. The Branch Manager will report to the CPRL Assistant Regional Director. This position supervises 3 part-time branch staff, including hiring, scheduling, training, and evaluating. A key essential will be connecting and engaging with the community both inside and outside the library to create a close relationship, building trust, fostering collaboration, and demonstrating positive impact within the community.

EXAMPLES OF DUTIES:

- Responsible for collection development. Provides advanced references and readers' advisory services for customers in public service areas.
- Ensures policies and procedures are followed, and library goals are met.
- Ensures safety and security for all staff and customers and maintains the building and grounds.
- Reviews branch purchase requests from customers and reviews customer donations to determine which material to add to the collection.
- Keeps staff informed of system-wide initiatives; promotes library trends and new technologies to branch staff.
- Oversees the development, implementation, and evaluation of library programs and services; envisions and interprets community needs, and develops new programs and services for all community segments.
- Supervises and disseminates all public relations efforts, including print and digital.
- Participates in outreach services to schools, daycares, and community events.
- Collaborates with CPRL Administration on the library's budget and oversees the expenditures of all funds received for library services—county, State, Federal, grants, and gifts and donations.

- Works with State Library of North Carolina, Friends of the Library, various advisory boards and commissions, citizen groups, and other county organizations to promote library services and resources.
- Work is performed under the direction of the CPRL Assistant Regional Director and in cooperation with an advisory Board of Trustees.

KNOWLEDGE AND SKILLS:

- Developing and administering budgets and monitoring expenditures.
- Ability to organize, train, and oversee the work of paraprofessionals in the activities of the library and to use good judgment in communication and maintaining effective working relationships.
- Project management
- Preparing and presenting reports and presentations, both written and to groups.
- Listening, understanding, and interpreting information received from employees and customers.
- Knowledge of public library automation systems and technology and a high level of computer literacy.
- Knowledge of collection development principles and practices in a public library setting.

ABILITY TO:

- Use quantitative and qualitative measures to analyze library services in relation to needs of the community and to redirect library services consistent with changing public needs.
- Identify problems, recommend solutions, and administer library policies and procedures.
- Establish and administer organizational priorities according to library goals, community and county needs, and available resources.
- Develop and maintain effective working relationships with community leaders, government officials, professional groups, and the general public.
- Effectively organize, manage, and motivate people.
- Ability to perform appropriately when confronted with persons acting under stress and exhibit tact and diplomacy when managing others.
- Promote a positive work culture that acknowledges and accept differences and diverse viewpoints.
- Read, analyze, and interpret professional media, financial reports and legal documents.
- Communicate effectively, patiently, and courteously, both verbally and in writing; listen and respond appropriately to needs and concerns.
- Work with confidential and sensitive information.

QUALIFICATIONS:

A Master's degree in Library Science is preferred. However, we are willing to consider individuals obtaining their Library Science degree with one year of customer service experience in a public library and one year of supervisory experience. NC Public Library Certification is required upon completion of a degree or within one year of hiring. Requires notary public licensure or completion within one year of hiring.

Benefits include holiday pay. Sick and vacation leave. Health, dental, and visual insurance provided. Position is eligible for the NC Local Governmental Employees' Retirement System.

Inquiries about this job posting should be directed to hr@mycpnl.org with the subject heading "Cove City Manager."

Must have a valid driver's license with an acceptable driving record. Within 60 days of hire, must obtain and show proof of a valid NC Driver's License and maintain a satisfactory driving record while employed.

A negative drug screen and background check are required.