

Craven-Pamlico Regional Library Invites application for the position of:

**Job Title:** Branch Manager

**Department:** Havelock-Craven County Public Library

**Salary Range:** \$49,430-\$62,500 w/ benefits

**Opening Date:** 03/11/2026

**Closing Date:** Until Filled



---

Located in beautiful scenic Eastern North Carolina, the Havelock-Craven County Public Library serves the general public, local public school and community college students, and local military residents. Under the general direction of the Regional Director, the Branch Manager is responsible for overseeing day-to-day branch operations, ensuring the delivery of exceptional customer service, and maintaining high productivity and high staff morale. In addition, this person will manage the branch to foster cooperation, training, shared programming, and staffing.

### **Responsibilities**

All duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements indicate the minimum knowledge, skills, and abilities necessary to perform the job proficiently. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Regional Director, subject to reasonable accommodations.

### **Essential Roles and Responsibilities:**

- Responsible for Library operations and coordination of facility issues;
- Works with Human Resources on employee issues and hiring.
- Ensures policies and procedures are followed and library goals are met.
- Ensures safety and security for all staff and customers, maintains the building and grounds, and maintains a welcoming library environment.
- Responsible for oversight of planning, implementing, and promoting in-branch, as well as outreach programming for the community to increase library awareness within the community.
- Responsible for supervising and training staff.
- Works with other Branch Managers and Department Managers to help achieve the vision, mission, and goals of the Craven-Pamlico Regional Library.
- Represents the library at external programming and outreach events.
- Participates in committees or organizations that support the library's mission and goals.
- Responsible for collecting, analyzing, and writing concise reports based on community needs.
- Keeps informed of current services and trends related to public libraries.
- Candidates should be good listeners and communicators, present a positive attitude, enjoy working cooperatively as a team member, and prioritize customer service.
- Must demonstrate knowledge, appreciation, and understanding of a broad range of print and electronic materials.

- Prepares and presents the annual Library departmental budget; oversees the expenditures of all funds received for library services --County, State, Federal, grants, gifts, and donations.
- Reviews branch purchase requests from customers and review customer donations to determine which materials to add to the collection.
- Works with the State Library of North Carolina, Friends of the Library, various advisory boards and commissions, citizen groups, and other county organizations to formulate policies and plans
- Work is performed under the direction of the CPRL Assistant Regional Director and in cooperation with an advisory Board of Trustees.
- Performs other duties as assigned.

**Ability to:**

- 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.
- Must be a forward thinker with demonstrated skills in technology and innovation.
- Must be able to take the initiative in making suggestions for the library's services and collections improvements.
- Ability to use tact, courtesy, and good judgment when communicating with coworkers and the public.
- Ability to demonstrate knowledge, appreciation, and understanding of print and electronic library materials.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to carry out projects independently and collaboratively with a team.
- Promote a positive work culture that acknowledges and accepts differences and diverse viewpoints.
- Read, analyze, and interpret professional media, financial reports, and legal documents.
- Communicate effectively, patiently, and courteously verbally and in writing; listen and respond appropriately to needs and concerns.
- Work with confidential and sensitive information.

**Schedule:**

The Havelock – Craven County Public Library is open Monday–Thursday 9:00 am to 7:00 pm, Fridays 9:00 am to 6:00 pm and Saturdays 12:00 pm to 4:00 pm. This position will include some nights and weekends.

**Benefits:**

This is an exempt position, full-time (40 hour week) with benefits including paid medical, dental, and vision. The position is eligible for the NC Local Governmental Employees' Retirement System; and paid sick, vacation, and holiday leave.

**Minimum Qualifications:**

- Master's degree in Library Science with three years of customer service experience in a public library and one year of supervisory experience in a library.
- Eligible for or holding a North Carolina State Library Certification.
- Must be able to work a flexible schedule, including evenings and weekends.
- Must be proficient in Microsoft Office suite, with the ability to learn and use new methods and emerging technological advances.
- Must possess excellent customer service skills, the ability to get along well with others, communicate effectively with the public and library staff and demonstrate a strong work ethic.
- Must pass a background check.
- Must have a valid driver's license with an acceptable driving record and maintain a good driving record while employed. Driving is an essential function of this position.

**To Apply:**

To be considered for this position, email a cover letter, resume and CPRL online application to [hr@mycprl.org](mailto:hr@mycprl.org) with the subject heading "Havelock - Branch Manager". All inquiries about this job should also be directed to this email address.