



Craven-Pamlico Regional Library  
**Invites applications for the position of:**

## **Branch Manager – Havelock-Craven County Public Library**

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**SALARY:** Beginning at \$60,000 to \$65,000

**OPENING DATE:** 6/3/24

**CLOSING DATE:** until filled

### **POSITION OVERVIEW:**

\*\*To be considered for this position, attach a cover letter and resume to your CPRL online application and email them to [hr@cpctl.org](mailto:hr@cpctl.org) with Havelock Manager in the subject heading. \*\*

Located in beautiful scenic Eastern North Carolina, the Havelock-Craven County 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, and gifts & donations.
- Reviews branch purchase requests from customers and review customer donations to determine which material 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
- Assist with Community Services such as the rental assistance program, vaccine clinics, voting process, and other programs and services that CPRL provides.
- Work is performed under the direction of the CPRL Regional Director and in cooperation with an advisory Board of Trustees.
- Perform 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.

**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 public library.
- Experience working in a community college.
- Eligible for or holding 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.

**Benefits.** Craven-Pamlico Regional Library offers a comprehensive benefits package that includes Health, Dental, and Vision Insurance, Paid Vacation and Sick Leave, and Paid Holidays. The position is eligible for the NC Local Governmental Employees Retirement System.

Inquiries about this job posting should be directed to [hr@cpcl.org](mailto:hr@cpcl.org) with the subject heading "Havelock 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 good driving record while employed. Driving is an essential function of this position.

**An adverse drug screen and background check are required.**

