



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

Branch Manager – New Bern-Craven County Public Library

SALARY: Beginning at \$51,896.00

OPENING DATE: 1/28/22

CLOSING DATE: Open Until Filled

POSITION OVERVIEW:

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

Located in beautiful scenic Eastern North Carolina, the New Bern-Craven County Library serves the general public, local public school and community college students, local military residents, and the boating community. The Branch Manager will report to the CPRL Director. The Branch Manager is responsible for specialized work within the assigned branch, requiring the application of current library techniques and appropriate technology. This position provides day-to-day supervision of 19 branch staff including hiring, scheduling, training and evaluating. The employee demonstrates an enthusiastic self-reliant and self-starting approach to job responsibilities and exercises good judgment in interpreting and applying CPRL policies and regulations. The employee is responsible for maintaining accountability and a high level of courtesy and tact when dealing with the public. Work is performed under the general supervision of the Library Director and is reviewed through observation and public feedback for quality and effectiveness in fulfillment of library objectives as outlined by the Library Director.

EXAMPLES OF DUTIES:

- Provides advanced reference and readers' advisory services for customers in the public services areas.
- Ensures policies and procedures are followed, and library goals are met. Ensures safety and security for all staff and customers and that the building and grounds are maintained.
- 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; envisioning and interpreting community needs, and developing new programs and services for all community segments.
- Prepares and presents the annual Library departmental (County) budget; oversees the expenditures of all funds received for library services --County, State, Federal, grants, and gifts & donations.
- Works with 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.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives, and recommendations; directs records/ files maintenance.
- Work is performed under the direction of the CPRL Regional Director and in cooperation with an advisory Board of Trustees.

KNOWLEDGE AND SKILLS:

- Developing and administering budgets and monitoring expenditure
- Ability to organize, train, and oversee the work of professional, paraprofessional, and clerical subordinates 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.
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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. NC Public Library Certification required.

Benefits Includes holiday pay. Sick and vacation leave. Position is eligible for health insurance and the NC Local Governmental Employees' Retirement System.

Inquiries about this job posting should be directed to hr@cpcl.org with subject heading "New Bern 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 must maintain an acceptable driving record while employed. Driving is an essential function of this position.

A negative drug screen and background check are required.