



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

Branch Manager
Vanceboro-Craven County Public Library
Permanent Full-time/Exempt position

SALARY: Beginning at \$42,994.00

OPENING DATE: 03/15/2024

CLOSING DATE: 04/15/2024

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@mycpri.org with Vanceboro Manager in subject heading. ****

Located in beautiful scenic Eastern North Carolina, the Vanceboro-Craven County Library serves the general public, local public school, local military residents, and local businesses. Library hours are 10-6 Monday through Friday.

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 Director. This position provides day-to-day supervision of 3 part-time branch staff including hiring, scheduling, training and evaluating.

EXAMPLES OF DUTIES:

- Responsible for collection development. 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.
- Collaborates with CPRL Administration on the library's 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 promote library services and resources.
- 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 paraprofessional 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.

MINIMUM QUALIFICATIONS:

Master's degree in Library Science with one year of customer service experience in a public library and one year of supervisory experience. NC Public Library Certification required.

Benefits Includes 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@mycprl.org with subject heading "Vanceboro 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.

A negative drug screen and background check are required.