

Job Description and Responsibilities: Algood Library Branch Manager

NATURE OF WORK: The library branch manager operates under the Library Director and is responsible for the day-to-day operations of the branch. This includes administrative operations such as organization of the library, overseeing finances, materials collection development, programming, and outreach. This position is also responsible for public relations in the community served.

JOB RESPONSIBILITIES:

- Manage daily administrative duties: opening and closing, recording and reconciling transactions, assisting customers, maintaining existing collection, purchasing new materials, maintaining overall organization of the library
- Plan and implement high quality programs and continuing education opportunities for patrons of all ages
- Directs any maintenance of the library building and grounds
- Implements library policies and procedures
- Assist customers with technology help
- Responsible for overseeing circulation activity, including checking in and out materials, shelf reading, compiling library statistics, and assisting patrons with both print and digital materials
- Monthly reporting of library data
- Responsible for outreach: maintaining and building community partnerships, providing books and resources to the community, attending local and school events
- Promotion: Promote the library through media channels such as social media, radio, newspaper; attend and speak at events in the local community; establish and maintain a relationship with governmental agencies

TO APPLY:

- Please send resume and cover letter to kathrynwisinger@pclibrary.org
- We will begin screening applicants immediately. Position is open until filled.
- Salary Range: \$35,000-\$40,000
- Benefits package includes: Health care plans; retirement plan through Tennessee Consolidated Retirement System; paid sick and vacation time