



## **Ashe County Public Library Assistant Circulation Manager**

*Do you find satisfaction in providing excellent customer service? Do you enjoy learning complex processes and completing tasks efficiently and accurately? Would you like to gain management experience in a public library setting? We are seeking a candidate with a background in public libraries to assist with the administration, operations, and development of our Circulation Department. The ideal candidate will be adept at communicating effectively with patrons and colleagues and taking the lead in orientation, training, and ongoing coaching of staff members.*

**DATE LISTED:** August 11, 2025

**CLASS TITLE/JOB TITLE:** Library Associate I / Assistant Circulation Manager

**LIBRARY:** Ashe County Public Library

**CITY:** West Jefferson, NC

**STARTING SALARY:** \$14.61 per hour / 40 hours a week

**QUALIFICATIONS:** Completion of at least two years of college and three years of public library experience.

**DUTIES:** An employee in this position assists the Circulation Manager in the administration, operation, and development of the library's Circulation Department. Duties involve all circulation functions, including training of Circulation Department staff and supervising shelvees.

**EXAMPLES OF WORK:** All circulation duties; trains Circulation staff; supervises Circulation staff in the absence of the Circulation Manager; assists in the maintenance of the local catalog; responsible for cash reports and bank deposits; repairs damaged items; evaluates and bills damaged items; may occasionally act as manager on duty; other duties as assigned

**SELECTED KNOWLEDGE, SKILLS, AND ABILITIES:** Deal tactfully, courteously, and effectively with the public and other employees; possess effective verbal and written communication skills; use computers and learn computer systems; bend, lift, stoop, and carry; ability to train employees in an effective manner; working knowledge of NC Cardinal's integrated library system; ability to run basic reports in NC Cardinal; detail-oriented, with the ability to prioritize tasks, manage details, and work efficiently and accurately

**TO APPLY:** Send cover letter, resume, and references to County Librarian Laura McPherson at [lmcperson@arlibrary.org](mailto:lmcperson@arlibrary.org)

**CLOSING DATE:** This position is open until filled.