



Ashe County Public Library Adult Services Manager

Would you like to work in a small, beautiful library located in the North Carolina mountains? Do you believe in the public library as the people's university, a third space, and a vital resource for all members of a community?

We are seeking a candidate possessed of relevant practical experience and a solid foundation in the principles of library science who is passionate about serving our community through the provision of library materials, programs, and services.

DATE LISTED: August 27, 2021

CLASS TITLE/JOB TITLE: Manager III / Adult Services Manager

LIBRARY: Ashe County Public Library

CITY: West Jefferson, NC

STARTING SALARY: \$40,622.40

QUALIFICATIONS

Graduation from an ALA-accredited school of Library and Information Science with a Master's degree in library science and a minimum of 1 year of public library experience in addition to or including 1 year of supervisory experience; or an equivalent combination of relevant education and experience. Must be eligible for North Carolina Public Librarian Certification.

DUTIES: The Adult Services Manager is responsible for planning, organizing, directing, and promoting public library programs and services for adults and teens in Ashe County. This employee supervises all staff and volunteers assigned to the Adult Services Department. This employee is considered an expert in the delivery of library services and provides guidance and assistance throughout the library system on an as needed basis.

EXAMPLES OF WORK: Oversees collection development for adult and teen materials; manages budgets pertaining to adults and teens; assists patrons with information requests, research, genealogy, and technology; develops and implements a vision for library programs and services for adults and teens; builds and maintains relationships with multiple community partners; advocates for the library through participation in committees and presentations to community organizations; trains, manages, and supports professional development for staff and volunteers; serves on the library's management team

SELECTED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to deal tactfully, courteously, and effectively with the public and other employees. Extensive knowledge of library principles and best practices. Excellent verbal and written communication skills. Ability to use computers to access and create the materials necessary to excel in this position. Considerable knowledge of philosophies of management and leadership and the ability to implement them effectively to encourage individual and collective growth.

TO APPLY: Send cover letter, resume, and references to hr@arlibrary.org

CLOSING DATE: This position is open until filled.