



AZALEA REGIONAL LIBRARY SYSTEM MEMBER LIBRARY MANAGER

Position: W.H. Stanton Memorial Library Manager, Social Circle, GA

Status: Full-time; salaried; exempt position with benefits

Hours: 40 hours per week; morning, afternoon, evening and weekend hours required

Salary Range: \$35,000-\$39,000 per year

Application Deadline: Open Until Filled

Bilingual Skills (English-Spanish) are preferred, but not required.

The Member Library Manager will be responsible for the day-to-day operation of the Library under the supervision of the Regional Administrative Team.

Duties include, but are not limited to the following:

Maintains assigned hours of operation of the Member Library as set by the Regional Administrative Team and local Library Board of Trustees.

Manages and schedules Library Assistants and Associates, substitutes, summer workers, and volunteers. This also includes approval of timesheets and participating in the interviewing, hiring, and supervising of library team members.

Executes daily operations of the Member Library as specified in AZRLS Personnel and Policy Manuals, under the supervision and direction of the Regional Administrative Team. This includes, but is not limited to, circulation of materials, inter/intra library requests, library card and voter registrations, maintaining all historical, genealogical and related community records, compiling and submitting Member Library statistics and activity reports, tracking supplies and inventory, and ordering and processing of materials. Assists with maintaining financial aspects of the Member Library, including but not limited to, submitting monthly revenue reports, daily and weekly cash/check/credit card reports, and approving fees or bills sent directly to the Member Library.

Communicates with the Technical Services Department and directs cataloging or acquisitions issues or questions to the Collection and Resource Management Librarian. Provides basic reference assistance and assists patrons with reference tools as needed and/or requested. Maintains the library premises in a neat and orderly fashion. Reports all problems of operation to the Regional Headquarters Office.

Performs any additional duties as assigned by the Regional Administrative Team.

Programming and Outreach Responsibilities:

Creates and directs children's, young adult, and adult programs, events, and activities throughout the year. This includes, but is not limited to, weekly storytimes, movie nights, craft days, book clubs, etc;. Plans and administers the annual summer reading program.

Functions as a library representative in the community and participates in any activities that promote AZRLS or the Member Library. Actively seeks new partnerships with local organizations and businesses. Acts as a liaison to Friends of the Library and other partnering organizations.

Job Requirements:

High school diploma or equivalent required, with college degree or college experience preferred.

Experience working with the public in a fast paced setting. Applicants must be able to shelf books, bend, stretch, and move around the library at a moderate to quick pace, with long periods of time spent standing or actively engaging with patrons during programs. Ability to lift up to forty (40) pounds.

Applicants must be willing to perform outreach activities outside of the normal library setting. Such activities may include participation at festivals, school visits, and connecting with local community stakeholders.

Basic computer and writing skills, filing, and record keeping. Customer service experience and/or a proven ability to work well with the public and colleagues. Applicants with experience managing staff, leading teams, and project management preferred.

Must have reliable transportation to work, and be able to attend regular Manager meetings, trainings, and events at the Regional Headquarters Office in Madison, Georgia.

AZRLS is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the library may provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees to discuss potential necessary accommodations. The library is a drug-free workplace. Verification of identity and employment authorization through E-Verify will be required.

Submit completed AZRLS job application: <https://azalealibraries.org/regional/employment/>, including a resume and cover letter describing your qualifications for this position. Please include three professional references.