Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: September 4, 2020
RE: Job Posting – Full-Time Library Branch Manager

Henderson County Public Library

Duties and Responsibilities: Exercises independent judgment and initiative to effectively manage daily operations of a branch of the County library system. Responsibility for developing public programs, determining acceptable facility use by the public, and maintaining relationships with town and community organizations served by the library. Participates in training, scheduling, and limited supervision of branch staff and volunteers. Performs regular library duties. Performs related work as required. Work is performed under general supervision. Reports to the Librarian III – Branch Coordinator.

Qualifications: Some knowledge of library techniques, systems, working tools, and procedures; ability to effectively explain library resources, facilities, equipment, and digital library services; excellent customer service and interpersonal skills, ability to maintain records and reports; ability to supervise the work of others; ability to attend work regularly; ability to demonstrate flexibility and adaptability; bilingual English/Spanish communication skills are desirable

Any combination of education and experience equivalent to Bachelor’s degree in English, library science, or another liberal arts field, and considerable progressively responsible experience in a public library setting.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: Open until filled

Starting rate: $16.78 per hour

Grade: 68A