



Job Description

Job Title: Library Manager

Location: Mount Jackson, VA

Department: Community Initiatives

Job Type: Part-Time

Salary: \$15-\$20 hourly rate

Reports to: Assistant Town Manager

FLSA: Non-Exempt

Effective Date: November 2024

Job Summary:

The Town of Mount Jackson invites applications for a *part-time* **Library Manager** position. The town library has a charming location, nestled inside the Town Hall in Mount Jackson, Virginia and serves over 2,000 + citizens. This part-time position will facilitate access to information and resources for the library and will curate collections, develop educational programs, manage databases, and oversee volunteer library staff. Success in this position draws on competencies in advocating for an inclusive and diverse library environment, nurturing safe and accessible library spaces, while embracing innovative processes and technologies that enhance library operations and offerings to our community.

We are seeking an enthusiastic individual who will collaborate with Town Leadership, the Shenandoah County Library System and community partners on a holistic strategic planning initiative.

Essential Functions/Typical Tasks:

- Engage with local organizations, town leadership and the Shenandoah County Library System to promote the library system's mission of "*giving the citizens of Shenandoah County continued access to an enlarged range of information and enjoyment, improving and enhancing their lives*"
- Candidates must possess a commitment to working with individuals from a variety of backgrounds and cultures, have a strong commitment to diversity, equity, respect, and inclusion, and be supportive of a collaborative work environment
- Willingness to partner and participate with town staff to support other Mount Jackson initiatives, activities, events, and programs that benefit our community
- Coordinates efforts for recruitment, training, and scheduling of volunteers and library programs
- Perform basic circulation functions, including but not limited to the following:
 - *Checks materials in and out of library; registers new patrons, assists with locating library materials online, and reference questions, helping with computers, equipment and recommending reading material etc.*
- Provides shelf maintenance, including but not limited to the following:
 - *Reshelving and organizing books, shelf-reading, upkeep of materials, and display of new materials.*
 - *Curate collection development, removing outdated books, and making recommendations and purchase of new materials*
- Plans and coordinates events by selecting and organizing materials, distributing promotional materials, decorating and setting up displays
- Oversees the Town of Mount Jackson Visitor Center initiatives

Required Skills/Abilities:

- Ability to work 20hrs a week
- Knowledge of library trends and technologies is preferred
- Ability to travel for occasional training and activities
- Ability to work independently, exercise initiative and autonomous judgement

- Ability to interface effectively with all levels of library staff and town leadership
- Ability to establish and maintain effective working relationships externally within the community
- Ability to keep records and prepare monthly, quarterly and annual reports
- Skill in using computers (standard office software)
- Ability to communicate effectively and correctly both orally and in writing
- Dependable, flexible, and dedicated to providing excellent customer service to library visitors
- Reliable attendance is necessary

Supervisory Responsibilities:

- Supervises volunteer staff and coordinates their training and schedules

Physical Demands:

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records. Often, the employee must move, shelve and retrieve library materials from high and low settings. Tasks may include moderate physical effort including lifting, carrying, pushing and/or pulling of carts and materials weighing up to 30 pounds

Education and Experience:

- High school diploma or GED required
- Associates degree or higher (preferred)
- Library experience (preferred)
- Public service and/or previous library experience considered in lieu of higher education
- Experience with grant writing is a plus
- Valid driver's license
- A background check of applicants will be performed

This position description is a general guideline for work behavior and is not intended to be a comprehensive list of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The Town of Mount Jackson is an Equal Opportunity Employer.