West Georgia Regional LIBRARY SYSTEM

Position: Library Manager of the Buchanan-Haralson Public Library

Reports to: Deputy Director

Job Summary
Under the Deputy Director's supervision, the Library Manager directs daily operations of the Buchanan-Haralson Public Library in accordance with WGRLS policies and procedures.

Essential Functions:
- Manage, supervise, and coordinate library staff schedules.
- Ensure adherence to PINES and WGRLS policies and procedures.
- Ensure staff provide programming to a wide range of patron ages as needed.
- Oversee and plan for the branch budget.
- Oversee the preparation of weekly deposits.
- Provide effective leadership and communication to direct reports.
- Provide supervisory reference, technical, and informational assistance to patrons as needed.
- Maintain library collection by reviewing selection lists, placing regular orders, and managing weeding projects.
- Provide general circulation services as needed.
- Collect, analyze, and evaluate data to complete monthly, quarterly, and annual reports.
- Attend and participate in WGRLS Library Managers' and other staff team meetings, as well as professional development opportunities.
- Attend and participate in Board meetings.
- Attend and participate in Friends of the Library meetings.
- Manage the time and duties of volunteers.
- Coordinate and manage the schedule and assist in creating library displays.
- Promote library services at community functions and events.
- Nurture relationships with, and collaborate with, community organizations in the area.
- Other duties as assigned.

Job Requirements
- At least three years of experience working in a public library or in a similar supervisory role.
- Demonstrated ability to supervise, manage, and lead staff effectively.
- Strong leadership, organizational, and customer service skills.
- Ability to work accurately with a high level of attention to detail.
- Valid State of Georgia driver's license.
- Ability to sit or stand for extended periods and perform repetitive movements as required.
- Ability to bend, stoop, reach, climb, lift, and carry items weighing up to 35 pounds, including book bins, without assistance.
- Ability to push and pull loaded book carts weighing up to 100 pounds without assistance.

Preferred Knowledge and Skills

- Experience with Georgia PINES.
- Experience with an ILS such as Evergreen.

Supervisory Duties

Direct supervision of 1 part-time employee

Salary and Benefits

This is a 29-hour-per-week position paying $15.00 per hour. The schedule includes morning, evening, and some Saturday hours. Benefits include supplemental insurance options through GaBreeze and enrollment in the Teachers Retirement System of Georgia (TRS).

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at https://wgrls.org/about/careers. Employment is contingent upon a satisfactory background check. **Open until filled.**