



Position: Library Manager |

Reports to: Assistant Director for Library Services

West Georgia Regional Library System (WGRLS) seeks a community-minded individual to fill the position of Library Manager for Centralhatchee Public Library (CHPL) in Centralhatchee GA. This position reports to the Assistant Director for Library Services. The position provides direct supervision of team members at CHPL.

West Georgia Regional Library System is a dynamic, community-focused system that serves a population of almost half a million. Based in Carrollton, GA, WGRLS spans the counties of Carroll, Douglas, Haralson, Heard, and Paulding, offering premier library service for 19 member libraries.

General Position Description

Under the supervision of the Assistant Director for Library Services, the Library Manager manages, directs, and executes the daily operation of CHPL within the policies and procedures set by West Georgia Regional Library System.

Essential Functions

- Manage, supervise, and coordinate work schedules for staff of 2.
- Nurture relationships and collaborate with community organizations in the area.
- Maintain and nurture relationships with the City of Centralhatchee and local schools.
- Represent and advocate for the library in the community.
- Create and execute a vision for library growth.
- Ensure PINES and WGRLS policies and procedures are followed.
- Collect, analyze, and evaluate data in order to complete monthly, quarterly, and annual reports.
- Maintain and grow library collection by participating in collection development and supervising weeding projects.
- Make all library purchase requests.
- Oversee and participate in the planning and execution of library events and programming.
- Identify and pursue grants that benefit the library.
- Provide general circulation services as needed.
- Attend and participate in WGRLS Managers Meetings, other staff team meetings, and professional development opportunities.

- Attend and participate in Heard County Library Board meetings.
- Contribute to WGRLS committees.
- Provide reference service, technical assistance, and reader's advisory to all patrons using sources such as the internet, databases, community resources, and print materials.
- Other duties as assigned.

Supervisory Duties

Direct supervision of 2 part-time staff members

Hours and Compensation

This is a 30 hour per week position at \$11.00 per hour. Employees can expect to be paid on the last business day of each month. Position includes some evening and weekend hours.

Benefits include enrollment in the Teachers Retirement System of Georgia, annual leave, and sick leave. Health insurance is available through the State Health Benefit Plan with dental, vision, life, and other insurance available through Georgia Breeze.

Minimum Requirements

- At least 3 years experience in a public library or in a similar supervisory position.
- Valid State of Georgia driver's license.
 - Must have the ability to work in an open environment of information and communication that is non-judgmental of staff or patrons' race, religion, sex, creed, position, viewpoints, education, lifestyle, social status, appearance, cultural background, or heritage.
- Must have the ability to sit or stand for prolonged periods of time and the ability to do repetitive movement.
- Must be able to push and pull loaded book trucks weighing up to 100 pounds, lift 25 pound book crates; and the ability to bend, stoop, reach, and climb.
- Demonstrated ability to manage staff.
- Demonstrated leadership skills.
- Demonstrated customer service skills.

Preferred Knowledge and Skills

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

To Apply

Submit cover letter and resume to jobs@wgrls.org or through the website at <https://wgrls.org/about/careers>. Include names and contact information for at least three professional references.

Employment is contingent upon a satisfactory background check.