



AMYRL: Spruce Pine Public Library: Head Librarian Job Opening

This position is for a fulltime service-oriented professional at the Spruce Pine Public Library location. An employee in this position supervises, directs, and coordinates the activities of the local library and acts as the communicator between the local library branch and the AMY Regional Director. The Head Librarian is responsible for supervising all daily operations in the library and supervising all staff and volunteers. The Head Librarian participates and supervises circulation routines and reference work. Tact and courtesy are required when working with all ages of the public.

Other duties:

- Assist library users in selection of books, materials, and media.
- Guide and direct all staff and volunteers to ensure effective user services.
- Responsible for planning staff and volunteer work schedules.
- Proficient in using the TLC library automation system.
- Answer telephone and emails in a professional and courteous manner.
- Collaborate with local organizations and school system in developing programs and services.
- Act as liaison between the local library and the AMY Regional Director.
- Prepare reports and represent the library at organizational meetings and workshops.

Knowledge, Skills, and Abilities:

- Set the tone of the library by creating a welcoming presence for all users.
- Need a knowledge base of practices and techniques associated with modern library procedures.
- Ability to help maintain consistent and orderly records and statistics.
- Demonstrate the expected technological competency for librarians in the state of North Carolina.
- Treat all patrons with respect and understanding.
- Have a general willingness to learn the patron base and how to engage the public in library activities and events.
- Excellent ability in written and oral communication.
- Should be willing to stretch comfort level to reach out to population base.
- Display empathy and tolerance to diverse viewpoints.

Education Requirements: Would prefer a candidate with a Bachelor's degree in library science or related field. Experience in library work highly preferred.

Submit (1) cover letter, (2) brief resume, (3) names of at least three references from either former employers, teachers, and/or organizations you have volunteered for. No personal references.

Incomplete applications will not be considered. Send application as an attachment to

director@amyregionallibrary.org

Applications must be received by June 26, 2017.