



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** **May 11, 2017**  
**RE:** **One (1) Full Time Library Branch Manager**  
***Henderson County Public Library***

**Duties and Responsibilities:** This position is responsible for leading a knowledgeable, efficient, and customer friendly team at a busy branch location. Exercises independent judgment and initiative to perform intermediate level paraprofessional library work to implement the library's mission, vision, and goals to effectively manage the daily operations of a branch library of the County Public Library system. Exercises limited supervision of branch staff and volunteers; participates in selection, training, and scheduling of subordinate staff and volunteers. Work is performed under general supervision. Performs related work as required. Reports to the Librarian III – Branch Coordinator.

**Qualifications:** Some knowledge of library techniques, systems, working tools, and procedures; ability to explain and use library tools and facilities; ability to explain and use digital library services; ability to maintain records and reports; ability to plan, coordinate, and supervise the work of others; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent customer service and interpersonal skills.

Any combination of education and experience equivalent to Bachelor's degree in English, Library Science, or related liberal arts field, and considerable progressively responsible experience in a public library setting.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd). Applications may also be obtained at and submitted to the Division of Employment Security, 26 Francis Rd, Hendersonville, NC 28792

The deadline for application is: Open Until Filled

Starting rate: \$15.80 hourly  
Grade: 68A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184  
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[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*