

Full-time position
Library Branch Manager

The Monroe County Board of Commissioners is seeking qualified candidates for the position of Library Branch Manager.

This position is responsible for overseeing the day-to-day operations of the library which consists of supervising and evaluating job performance of library staff, developing budgets and reports for the Monroe County Commission and the Library Board.

The Library Branch Manager also implements technology updates such as computers, electronic files, etc., maintains accurate records/statistics, making periodic reports to local library board and regional library, maintains up-to-date book collection, and attends all library board meetings, reporting on operation.

The candidate must have knowledge of the common practices and procedures of a library, of library administration, and of the regional library system. The candidate must also possess the ability to plan and organize, communicate effectively, using both oral and written communications, delegate authority and responsibility, and work well with both data/statistics and people.

The candidate should have a bachelor's degree, from an accredited college or university, in the area of library administration or in a related field supplemented by three years of library experience. A master's in library science is preferred but not required. Starting salary is \$47,743 annually. Applications will be taken until position is filled.

Applications are available online at www.monroecoga.org or can be picked-up and dropped off at the Monroe County Commission Office located at 38 West Main Street, Forsyth, Georgia 31029, between the hours of 8:00 am and 5:00 pm.

Applicants will be subject to a background check and drug screening. Monroe County is an equal opportunity employer and a drug free workplace.