



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson St.
Moscow, ID 83843
www.latahlibrary.org

EMPLOYMENT OPPORTUNITY

POSITION:

Branch Manager, Potlatch Public Library

JOB SUMMARY:

Under general supervision of the library Director, manage the Potlatch branch of the Latah County Library District. Advocate for the library and its services in the Potlatch community and surrounding area. Innovate new initiatives when possible. Actively promote reading and life-long learning by providing educational and recreational programs to all ages. In coordination with the Youth Services Manager, develop and deliver weekly storytimes to children and annual Summer Reading Program activities. Identify outreach opportunities. Provide reference, reader's advisory services and digital technology assistance.

The Latah County Library District serves residents through its libraries, online services, and membership in the regional Valnet consortium. The Library District is composed of the Moscow Library headquarters and six rural branch libraries.

SUPERVISOR:	Library Director
WORKS WITH:	Director, department managers, library staff, volunteers
SALARY:	Beginning salary minimum \$15.00 an hour, negotiable depending on qualifications
BENEFITS:	Prorated medical and dental; disability and life insurance; Public Employee Retirement System of Idaho; vacation leave; sick leave; personal leave; holiday leave
HOURS:	25 hours per week (five days per week; may include some evening hours and occasional Saturdays)
LOCATION:	Potlatch, Idaho (may include other district locations)
BEGINNING DATE:	December 4, 2017
APPLICATION:	Email to: Potlatch Branch Manager Search Committee, hr@latahlibrary.org Please include cover letter, resume, and contact information for three references. No application form is required.
APPLICATION DEADLINE:	Friday, November 3, 2017, 5:00 pm

Typical Job Duties and Responsibilities:

[continued on next page]

- Perform circulation desk duties and shelving while interacting appropriately with patrons of all ages

EMPLOYMENT OPPORTUNITY – LATAH COUNTY LIBRARY DISTRICT

Branch Manager, Potlatch Public Library (continued)

- Provide appropriate programming for all ages, including but not limited to storytimes and summer reading programs for youth
- Provide reader's advisory and reference assistance to patrons of all ages
- Assist patrons in use of Internet resources and library catalog
- Maintain collection of materials housed at Potlatch branch
- Manage Potlatch branch paperback, magazine, and programming budget
- Recruit and supervise volunteers
- Attend Friends of the Potlatch Library meetings
- Ensure all policies and procedures of the Library District are followed
- Work on projects, committees and taskforces as requested by Director
- Provide monthly, annual and other reports as requested by Director
- Participate in district meetings, training workshops and other professional development activities
- Work with district Adult Services and Youth Services Managers to plan and develop reference service, programming, and collection development
- Work with district Marketing and Outreach Specialist to develop promotional material and local outreach service for all ages

Minimum Qualifications: Knowledge, Skills, Abilities, & Personal Characteristics:

- High school diploma or GED
- Work experience dealing with adults and children
- Good computer skills and familiarity with current digital technologies and devices
- Excellent communication skills, a positive attitude, and courteous and friendly manner
- Strong interest in supporting the mission of public libraries
- Ability to think creatively and innovate
- Ability to quickly establish good rapport with the Potlatch community and surrounding residents
- Ability to prioritize and manage multiple tasks
- Strong sense of district-wide teamwork
- Ability to work independently with attention to detail. Sit, stand, reach, squat, stoop, kneel, and lift up to 25 pounds. Ability to read, write, and speak English. See well enough to read spine labels on top and bottom shelves.

Desirable Qualifications, Education & Experience:

- College degree or at least two years' post-secondary education
- Public library experience
- At least one year of increasingly responsible library work experience
- Experience or training in early literacy practices
- Experience coordinating, planning, and organizing library activities; training or instructing others in library practices and procedures
- Supervisory experience
- Experience conducting reference interviews with patrons to determine information needs