



# Latah County Library District

Moscow Library – District Headquarters  
110 South Jefferson St.  
Moscow, ID 83843  
[www.latahlibrary.org](http://www.latahlibrary.org)

## EMPLOYMENT OPPORTUNITY

### POSITION:

#### **Branch Manager, Juliaetta Community Library**

### JOB SUMMARY:

Under general supervision of the library Director, manage the Juliaetta branch of the Latah County Library District. Advocate for the library and its services in the Juliaetta-Kendrick communities. Innovate new initiatives when possible. Actively promote reading and life-long learning in the local community by providing educational and recreational programs to all ages. 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 \$14.80 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:	20 hours per week (four days per week; may include evening hours and Saturdays)
LOCATION:	Juliaetta, Idaho (may include other district locations)
BEGINNING DATE:	April 17, 2017 (or April 10, 2017, if possible)
APPLICATION:	Email to: Chris Sokol - <a href="mailto:chriss@latahlibrary.org">chriss@latahlibrary.org</a> (Please include "Juliaetta Branch Manager Search" in subject line) Please include cover letter, resume, and contact information for three references. No application form is required.
CLOSING DATE:	Monday, March 13, 2017, 5:00 pm

### ***Typical Job Duties and Responsibilities:***

- Perform circulation desk duties and shelving while interacting appropriately with patrons of all ages
- 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 Juliaetta branch
- Manage Juliaetta branch paperback, magazine, and programming budget
- Recruit and supervise volunteers
- Attend Juliaetta Library Friends 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 Specialist and Outreach Specialist to plan and 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
- Ability to quickly establish good rapport with the Juliaetta and Kendrick communities
- Ability to prioritize and manage multiple tasks
- Ability to work independently with attention to detail. Sit, stand, reach, squat, stoop, 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