Position Description

Library Manager: Mt. Jackson Community Library

Requirements:

• Computer knowledge and skills including an understanding of Windows®, internet usage, and use of technologies.
• Ability to work cooperatively with volunteers, the Shenandoah County Library System (SCLS), and the Mt. Jackson Community Library (MJCL) Board of Trustees.
• Demonstration of effective people and interpersonal skills.

Primary Duties:

• Uphold the mission and goals of the SCLS. (See attached.)
• Oversee the operation of the library including the maintenance of furnishings, supplies, and materials.
• Oversee the library budget. Determine the best utilization of available funds – both County and local.
• Recruit, train, and evaluate volunteers.
• Maintain and monitor the volunteer schedule, ensuring that all open hours are covered.
• Serve as liaison between the MJCL Board of Trustees and library patrons and volunteers. Provide regular updates to the Board and implement Board direction within the library.
• Serve as liaison between SCLS and branch libraries. Oversee compliance with SCLS directives, ensuring that MJCL adheres to library policies.
• Serve as liaison between the Town of Mt. Jackson and the MJCL. Coordinate library participation in community activities (e.g., the Route 11 Yard Crawl, the Music and Harvest Festival, the Christmas Tree Lighting).
• Organize programs such as the monthly Story Hour, the Summer Reading Program, and the Dr. Seuss Birthday Party.

Secondary Duties:

• Contact patrons regarding overdue material.
• Process weekly in-transit and lost reports and requests for shelf checks.
• Report statistics monthly to the SCLS.
• Arrange for regular weeding of old materials.
• Process donated materials, including cataloging, selling, or recycling donated materials.

[10/2014]
Mission:
The mission of the Shenandoah County Library System is to enrich the quality of life in the community by providing residents with access to the world of ideas, information, and creative experience.
The Library anticipates and responds to the community’s needs for information; develops and maintains an environment where lifelong habits of learning, self-improvement, and self-expression are encouraged; and offers patrons a place to meet their educational, informational, and recreational needs.

Goals:
• To meet or exceed the single “A” level of the Virginia Public Library Standards contained in the Library of Virginia’s Planning for Library Excellence.
• To provide access to a balanced range of library resources and services that meet the information and recreational needs of the community in a timely manner.
• To promote the information literacy of patrons so that effective use is made of the library’s resources.
• To actively promote the use of library services and facilities through programs and activities aimed at increasing public awareness of both with particular emphasis on children and young adults.
• To preserve and share across generations the wisdom, culture, and history of our community.
• To use technology both to increase the effectiveness of library operations and to enhance access to library materials, information, and services.
• To actively cooperate with other libraries, schools, and community agencies and groups in the delivery of library services.