Part Time Branch Manager at Shenandoah Community Library

Massanutten Regional Library (MRL) is seeking a part-time employee to fill the position of Branch Manager at Shenandoah Community Library in Shenandoah, VA.

This position is 25.5 hours per week. This position will be at the Shenandoah location.

Week 1		Week 2	
Monday or Wednesday – 4 hours (tbd by Branch Manager)		**Monday or Wednesday –** 4 hours (tbd by Branch Manager)	
Tuesday	9:00 am – 6:00 pm	**Tuesday**	9:00 am – 6:00 pm
Thursday	9:00 am – 6:00 pm	**Thursday**	9:00 am – 6:00 pm
Saturday	8:30 am – 2:00 pm	**Friday**	8:30 am – 2:00 pm

Primary duties include: overseeing all aspects of branch operations, providing excellent customer service, maintaining collection materials, participating in system functions, resolving issues, developing and implementing programming, ensuring operating procedures are executed effectively, advocating for the library and fostering community outreach.

Requires prior library experience, a proven ability to develop and implement programming, and experience working with children. Applicants must have excellent communication and technology skills. Candidates with prior customer service and supervisory experience preferred. Bachelor's degree or acceptable equivalent.

The physical demands for this position include the ability to operate a variety of office equipment, standing for long periods, frequent stooping, bending, and stretching when shelving library materials on high and low shelves, and the ability to lift and carry up to 25 pounds frequently, and to push/pull library carts frequently.

Candidates must have the ability to complete a thorough education, employment, and/or criminal history check as a post offer requirement.

Applications are available at www.mrlib.org/jobs. Completed applications in a pdf format can be submitted by e-mail to jobs@mrlib.org. Applications may be mailed to Massanutten Regional Library – Admin Office, 174 S. Main Street, Harrisonburg, VA 22801 but e-mail submission is preferred. Position open until filled.