

**TITLE:** Branch Librarian

**LIBRARY:** Graham County Public Library Branch of the Nantahala Regional Library

**CITY:** Robbinsville, NC

**NOTE:** Nantahala Regional Library provides public library services in Cherokee, Clay and Graham Counties in Western North Carolina through 4 branch libraries and a bookmobile.

**SALARY:** Subject to experience and qualifications

**QUALIFICATIONS:** Completion of or working towards a Master's program in Library Science from an ALA accredited library school. Five years of management experience required. Must have thorough knowledge of the principles and practices of modern library operation including ILS, OCLC, NCLive, and the Internet. Considerable knowledge of and background in various types of literature and information. Ability to plan, organize and execute programs utilizing library facilities. Ability to stimulate interest and encourage participation in reading and other library activities. Ability to guide patrons in making book selections. Ability to deal tactfully and courteously with the general public. Ability to establish and maintain effective working relationships with the Director, other Nantahala Regional Library employees and the staff of the local funding authority. Must have excellent oral and written communication skills. Must have transportation and have and maintain a valid driver's license. Must be able to bend and lift 30 lbs. Must be able to pass a background check.

**DUTIES:** Work involves the management of a branch library including the planning and organizing of special programs, the supervision of circulation activities and reference work, the preparation of displays and the care of the building and equipment. Work also involves public contact of a promotional nature in working with organizations in our area. Work also involves the supervision of 2 full-time library assistants, part time employees, volunteers and others. Works with Friends of the Library, schools and other community agencies to provide library service to all members of the community. Participates in planning and budgeting with Director, Regional Library Board members, local library boards and local funding authority as needed.

**AVAILABLE:** Immediately

**APPLY BY:** April 8, 2016

**TO APPLY:** Submit a letter of interest, resume and the names, address and phone numbers of three professional references to: Daphne Simmons, Director, Nantahala Regional Library, 11 Blumenthal Street, Murphy, NC 28906, fax 828-837-6416, [dchildres@nantahalalibrary.org](mailto:dchildres@nantahalalibrary.org).

**FOR ADDITIONAL INFORMATION:**

Contact Daphne Simmons at 828-837-2025 OR at [dchildres@nantahalalibrary.org](mailto:dchildres@nantahalalibrary.org).