

## **JOB OPENING: PCLS Assistant Branch Manager - Full-time**

The Pope County Library System (PCLS) is accepting applications for a full time Assistant Branch Manager. Library management employees typically work Monday through Friday between the hours of 8:30 a.m. – 5:30 p.m. However, this position must also be available to work additional daytime, evening, or weekend work shifts. Assistant Branch Manager reports to the Dover Branch Manager.

The Dover Library serves all ages from pre-K to senior citizens.

### **Special Conditions of Employment**

- Valid AR Driver's license with an acceptable driving record based on standards established by the Pope County Library System Library Board
- Be able to lift and carry up to 40 pounds
- Pass the required drug test

### **Technology Requirement**

- Proficient with Microsoft Office products, primarily Excel, Outlook, and Word, and able to assist patrons with using them
- Familiar with Canva and/or other marketing software to create flyers, announcements, calendar of events, etc.
- Ability and willingness to learn new technologies and software

### **Job Duties**

- Supervise part-time staff members, maintain staff timecards and schedules, and assist in all library operations, including opening and closing procedures and preparing daily and weekly money deposits
- Assist with selection and ordering of materials
- Seek and maintain collaborative partnerships within the community
- Create engaging and relevant programming based on the interests and needs of the community
- Facilitate library programming and services for all ages, including children, pre-teens, teens, and adults onsite and offsite
- Represents the Library System at events such as festivals and school visits within the community and other outreach services as needed
- Provides patrons with general information on library services and programs
- Uses the library's automated system to circulate materials to library patrons by processing items and registering new patrons
- Locates, retrieves, and shelves materials throughout the library
- Assists patrons in locating appropriate library materials
- Maintains good relations with public and staff
- Couriers books to other branches as needed
- Other duties as assigned

**Preferred Qualifications**

Previous experience working in libraries, education, childcare, or marketing is preferred. Ideal candidate will be outgoing, organized, efficient, courteous, and enjoy working with small children and the elderly.

To apply, visit <https://static.visionamp.co/rubix/20171103/pcls-application-66620.pdf> to download and complete an application. Email application (resume and cover letter are also encouraged but not required) to [asstdirector@popelibrary.org](mailto:asstdirector@popelibrary.org) and [dover.branchmgr@popelibrary.org](mailto:dover.branchmgr@popelibrary.org).