

Job Posting: Assistant Branch Manager

Mountain Regional Library System

Location: Mountain Regional Library – Young Harris, Georgia
Rate: \$14.50/hour
Schedule: 29 hour/week position
Benefits: Annual Leave, Sick Leave, Retirement Plan, Access to Dental Insurance and more
Start Date: ASAP
Deadline: Open until Filled



Mountain Regional Library System is looking for a part-time (29 hour/week) Assistant Branch Manager

Position Summary: The Assistant Manager will assist the Towns County Library Branch Manager with the daily operations of the Mountain Regional Library branch and provide quality customer service to MRLS patrons.

Required Knowledge, Skills and Abilities

- Delivers quality customer service, greeting the public in a welcoming, professional manner
- Performs all management duties and serves as acting manager in absence of branch manager
- Encourages users to follow library policies; applies good judgement when deviating from official policies and procedures
- Communicates branch procedures, daily activities and changes to all staff
- Provides assistance to the manager as needed by arranging for displays, accepting donations, assisting with special library events, etc.
- Demonstrates general knowledge of the library automation system in use and specific knowledge of the operations that apply to circulation procedures
- Educates and trains staff in library circulation procedures and informs them of changes; supervise and train staff.
- Understand and perform circulation operations for all library materials
- Assist the public in locating, selecting, and using resources
- Assumes additional responsibilities and performs additional tasks as directed.
- Ability to understand and follow written and oral instructions.
- Ability to communicate effectively with supervisor, staff and the public.
- This is not an exhaustive list of all necessary skills and abilities

Requirements & Education

- High School Diploma or equivalent
- 1 year experience in a customer service field
- Previous library experience preferred
- Background Check

To Apply: submit cover letter, resume and Mountain Regional Library System application @

<https://www.mountainlibrary.com/about-us/jobs/>