



ASSISTANT BRANCH MANAGER FOR THE JESSIE PETERMAN MEMORIAL LIBRARY
Montgomery-Floyd Regional Library

Full time position as the Assistant Branch Manager for the Jessie Peterman Memorial Library in Floyd, Virginia, part of the Montgomery-Floyd Regional Library (MFRL) system.

MFRL seeks a creative, self-motivated and customer service-oriented individual to empower library patrons and staff as Assistant Branch Manager at Jessie Peterman Memorial Library in Floyd, Virginia. This full-time position supports the Branch Manager in all operations of the library. Duties include providing services, programs, and presentations to the public; assisting with the day-to-day operations of the library; training, managing and scheduling of staff; responsible and accurate accounting of cash and other payments; overseeing building maintenance; marketing of library and its services and resources; and collection development and maintenance.

Jessie Peterman Memorial Library's hours are Monday through Thursday 10:00 a.m. – 7:00 p.m., Friday, 10:00 a.m. – 5:00 p.m., Saturday, 10:00 – 3:00 p.m. and Sunday, 1:00 p.m. – 5:00 p.m. Scheduling flexibility is required to cover some evenings, some Saturdays and some Sundays. A Bachelor's Degree or equivalent education and experience, with minimum of one year experience in public library operations, is required. Minimum starting salary \$30,800 annually DOE/DOQ.

Floyd County offers benefits including group health and life insurance and participation in VRS (Virginia Retirement System). Interested candidates should apply online by **Friday, February 28, 2020** at: www.montgomerycountyva.gov/HR in order to be considered. To request an application accommodation for disabilities, contact 540-382-6969, ext 210.

Floyd & Montgomery Counties are Equal Opportunity Employers committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.