



Position Vacancy

LIBRARY ASSISTANT BRANCH MANAGER I

Montgomery-Floyd Regional Library
#710105-1

Montgomery-Floyd Regional Library is seeking a full-time Library Assistant Branch Manager I for Meadowbrook Library. The Library Assistant Branch Manager assists the Library Branch Manager in daily operations and planning to ensure public access to library materials and services is achieved.

Duties include staff supervision, training, instruction, scheduling, and evaluation; understanding and interpreting library policy for the public and staff; assisting Library Branch Manager with the day-to-day operation of the library including facility maintenance and planning; collection development; workflow design and improvement; modeling a sustained positive, respectful team environment; using the library automated system, the internet, library databases, and reference materials to provide direct public service; performing basic and advanced library circulation tasks; planning and delivering library programming; maintaining responsibility for the safe operation of the facility in the Branch Manager's absence; and performing other duties as assigned.. Some evening, Saturday and Sunday hours in rotation are required. Bachelor's Degree in a related field or equivalent is required; Library experience preferred. Background check and DMV screening required.

Salary band \$42,001 - \$67,202. Actual pay dependent upon experience/qualifications, plus excellent benefits (paid health, dental and vision, life, flex spending, life insurance disability, VRS retirement, 401 & 457 retirement options, wellness programs, wellness clinic and much more)! Interested candidates should apply at: www.montgomerycountyva.gov/HR to be considered by *Tuesday, August 9, 2022* or until filled. To request an accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA and Montgomery-Floyd Regional Library System are committed to the principles of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated 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/ sexual orientation/gender/identity, national origin, disability or protected veteran status.

