



## **Position Available - Part-Time Branch Manager**

**Mercer County District Library – St. Henry Branch —29/hours/week**

**Description:** We are seeking an enthusiastic individual who has the supervisory and communication skills to lead and manage staff. The successful candidate will be in charge of the day-to-day running and functions of the library branch, supervise the staff, serve as primary customer relations person, and community outreach representative. The Branch Manager schedules and supervises staff. This individual will also assist in hiring and will provide training for new employees. The Branch Manager will work alongside branch staff in providing excellent customer service to the public.

The ideal candidate will be able to problem solve, will have sound decision making skills, be able to resolve issues in an environment supportive of change, and be an essential member of the management team at the Mercer County District Library.

**Qualifications:** Bachelor's degree or equivalent experience required for this position. Ability to work days, evenings, and weekends is also required. A MLIS degree is preferred, as is supervisory experience. Prior data entry and computer experience is also required.

**Deadline:** 9:00 p.m., August 30, 2019.

**Hiring range:** \$14.67 – \$16.38 per hour. Excellent Benefits.

Please email a letter of interest, resume, completed job application and the names and contact information of three professional references to Elizabeth Muether at [contact@mercerlibrary.org](mailto:contact@mercerlibrary.org).

No phone calls, please.

Copies of the job application and complete job description are available at [MercerLibrary.org/about/employment](http://MercerLibrary.org/about/employment)