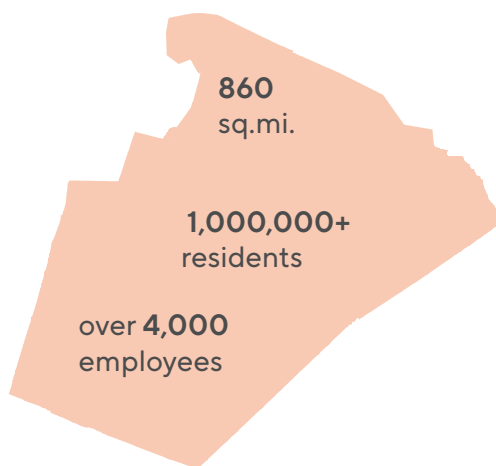


WAKE COUNTY PUBLIC LIBRARIES

Wake County Government



Consistently rated as one of the best places to live and work.



Libraries are part of **Community Services** with over **400** employees.

Competitive Benefits Package:

- Health/Dental (pro-rated for part time employees)
- Retirement and 401(k)
- Accrued vacation and sick leave
- Major holidays off
- Paid parental and family illness leave

County Core Values:

- Act with respect, dignity and integrity
- Be accountable
- Foster diversity, equity and inclusivity
- Work together
- Strive for excellence
- Nurture health and well-being
- Serve with passion and empathy

The Library System



Our mission is to instill the love of reading and to foster the pursuit of knowledge for the residents of Wake County.

Organizational Structure



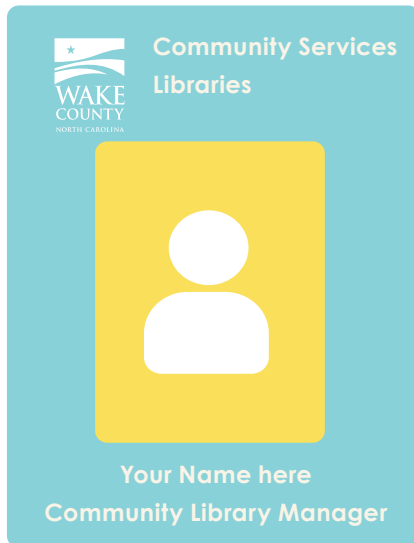
The Library System By the Numbers

- **8** Regional Libraries
- **13** Community Libraries
- **2** Specialty Libraries
- Visits **3,400,000+**
- Circulation **12,000,000+**
- Programs **9,000+**

Wake County
Public Libraries

POSITION: COMMUNITY LIBRARY MANAGER

What do Community Library Managers do?



Hiring Range



\$64,971-\$87,712

Hiring range

Salary offer depends upon experience.



Schedules

40 hours per week

May require some nights
and weekends

Responsibilities

- Manage all aspects of the library including: staffing, facility, collections and technology
- Supervise and evaluate library staff
- Evaluate programs and services to best meet the needs of the community
- Provide training and professional development opportunities for staff
- Communicate system priorities, decisions, and policies to staff in a timely manner
- Participate in large-scale projects and initiatives under the direction of the Deputy Library Director and/or Senior Managers
- Foster community relations

A Successful Community Library Manager

- Possesses excellent interpersonal, communication, and customer service skills
- Maintains positive and productive relationships with staff and administration
- Has strong problem solving, planning, and delegation skills
- Leads and motivates staff while fostering mentoring relationships
- Create a local vision that supports organizational goals
- Maintains knowledge of public library trends

LEARN MORE: WAKEGOV.COM/LIBRARIES