

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



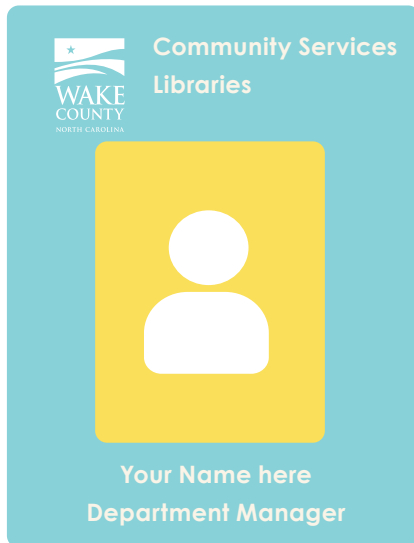
The Library System By the Numbers

- **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: DEPARTMENT MANAGER

What do Department 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

- Lead and supervise a department of Librarians and Library Assistants
- Manage library operations as part of a team with the regional manager and other department manager
- Implement programs and services to best meet the needs of the community
- Plan and facilitate department meetings and program meetings
- Participate in setting the direction for adult or youth programming for the library system
- Communicate system priorities, decisions, and policies to staff in a timely manner
- Provide training and professional development opportunities

A Successful Department Manager

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

LEARN MORE: WAKEGOV.COM/LIBRARIES