BRANCH ASSISTANT MANAGER – HURON COUNTY COMMUNITY LIBRARY

The Huron County Community Library seeks a customer service-oriented person to join our leadership team. This individual will serve as the branch assistant manager of our North Fairfield location.

Responsibilities:

The Branch Assistant assists with all aspects of library service in the branch library by combining duties of the children’s assistant, reference assistant, and circulation library clerk; follows procedures set by the Library Director in regards to Library Board of Trustees policies; works closely with the Branch Librarian.

Qualifications:

Candidates are required to have a high school diploma or equivalent with some post high school education, or two years library experience; excellent customer service skills and competent in the use of a personal computer including Microsoft Office; evidence in continued service in library work

Salary and Benefits:

This is a full-time (37.5 hours/week) position with full benefits and starting salary of $21,450.00.

Closing Date:

Internal candidates should submit letter of interest to Laura Lee by Friday, September 9, 2016.

Please notify your direct supervisor that you interested in the posted position.

Please submit a letter of interest, resume and three professional references to:

Laura Lee Wilson, Director

llwilson@huroncolib.org