



Peach Public Libraries
315 Martin Luther King Jr. Drive
Fort Valley, GA 31030
(478) 825-1640 phone (478) 825-2061 fax
www.peachpubliclibraries.org

JOB ANNOUNCEMENT – LIBRARY BRANCH MANAGER

OPEN UNTIL FILLED

Peach Public Libraries is seeking applicants for a **FULL-TIME** Branch Manager for the Byron Public Library in Byron. Schedule may include some mornings, afternoons, evenings, and some Saturday hours at both The Byron Public Library (Byron) and Thomas Public Library (Fort Valley).

We are looking for dependable, energetic people with well-developed customer service skills, who work with a minimum of supervision and exercise excellent independent judgment; speak effectively, are attentive to detail, and work well with others.

Duties include (but not limited to):

Issuing library cards, checking materials in and out, collecting and recording fines and fees, sorting and shelving library materials, data collection and entry, preparing reports and information, and handling questions and complaints. Assisting customers in learning how to use the library's search tools i.e. computers, PINES, GALILEO. Serves as on-site Notary and Test Proctor for Library Branch. Process incoming/outgoing mail. Process incoming/outgoing holds on PINES materials. Process donated materials. Participate in the selection of library materials. Assist in the preparation and analysis of statistical/maintenance reports. Assist in the marking and promotion of library resources, services, and programs. Monitor and report building repair and maintenance issues. Assist in the supervision, scheduling, and evaluation of staff and volunteers.

****Note – this summary IS NOT a complete list of job duties.**

Minimum Training and Experience:

MUST have graduated from high school. **MUST** have two years of library or related experience and prior computer training and experience. **MUST** be available mornings, afternoons, evenings, and some Saturdays, as scheduled. An Associate's Degree in Liberal Arts or Library Technical Services with one or more years of library experience is preferred. Bi-lingual (Spanish) a plus.

The hourly rate begins at \$10.50 and is dependent upon education, experience and funding. Peach Public Libraries offer a business casual dress code and a professional work environment. A strong benefits package is available, including participation in Georgia State Health Benefit Plan, Georgia Merit System Flexible Benefits Program, and the Teachers Retirement System of Georgia retirement plan.

Applications can be picked up at the Thomas Public Library in Fort Valley or the Byron Public Library in Byron. Considering coronavirus/COVID-19 safety protocols, resumes and cover letters emailed to trippb@peachpubliclibraries.org will be considered.

Please see reverse side for additional information and notifications

Peach Public Libraries

Thomas Public Library
315 Martin Luther King Jr. Dr.
Fort Valley, Georgia 31030
(478) 825-1640 phone
(478) 825-2061 fax

Byron Public Library
105 Church Street
Byron, Georgia 31008
(478) 956-2200 phone
(478) 956-5688 fax

Peach Public Libraries is an equal opportunity employer. It is the policy of Peach Public Libraries to provide equal employment opportunity to qualified persons without regard to race, color, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or related medical conditions.

Peach Public Libraries is a drug-free and alcohol-free workplace. All job applicants and employees are subject to testing.

Federal law requires verification of the identity and employment eligibility of all persons hired to work in the United States. Peach Public Libraries participates in E-Verify (Employment Verification).

Peach Public Libraries E-Verify Identification Number: 744410

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