Location: Loudoun County Public Library -- Virginia
Job Title: Branch Manager -- Middleburg

Responsibilities:
Loudoun County Public Library (LCPL) is offering energetic, creative, community-oriented leaders the opportunity to become a Branch Manager at the Middleburg Library.
A passion for exceptional customer service and the ability to forge strong ties within the community are paramount for success. Promoting the joy of reading and learning, fostering an organizational culture of Inspiration, Information, Innovation, and Inclusion are among the core missions of Loudoun County Public Library.
The Branch Manager will oversee day-to-day operations of the branch, maintain high staff morale and serve as a member of the LCPL leadership team. The successful candidate will be an inspiring and effective leader, focused on customer service and community engagement; be a team player with excellent interpersonal and communication skills; and stay aware of emerging trends and best practices in public library services.
Duties include:
- Oversees and supervises Branch operations and services; monitors use of materials, supplies, and equipment; oversees the implementation of new technologies; defines goals of the Service Plan; collaborates with other Branch Managers; and works with Advisory Board/Friends to establish priorities.
- Oversees services provided by Branch to ensure compliance with applicable federal and state regulations and Department policies and procedures; ensures that established systems and processes are operating in compliance with licensure standards and other applicable regulatory standards; manages resources effectively; and assesses program effectiveness, efficiency, outcomes, and quality through various measures.
- Reviews financial data to assess expected vs actual revenue; identifies opportunities to improve service delivery; monitors specific finance reports; and identifies changes in regulations that impact revenue.

Requirements:
Requires a Master's Degree in Library Science from an ALA accredited school and at least three (3) years of related professional-level work experience with library technology.
Supervisory or operational/administrative oversight experience and a thorough knowledge and understanding of trends and best practices in public libraries is preferred.
Prefer prior experience as a Branch Manager and management of a physical facility.
Prefer prior experience in multiple aspects of library branch operations such as collection management and program implementation.
Job Contingencies and Special Requirements
Ability to lift books and other materials and move heavy book carts. Some bending and stooping required. Bilingual Spanish/English skills preferred.
Successful candidate will undergo criminal background, credit and DMV record checks.

Salary Range: $67,283.64 - $117,746.37 Annually


Closing Date: 5/1/202