



**POSITION: Cornelia Habersham County Library Manager, Full-Time**

**LOCATION: Cornelia, GA**

**APPLICATION DEADLINE: Open Until Filled**

**Description:** Manage day-to-day operations and programming of the Library Branch. Responsible for supervision, scheduling, evaluation, and hiring of staff. Prepares state, federal, and local statistics, reports, budgets, etc. as required. Performs general financial duties related to budget, operating accounts, and payroll as needed. Performs general library circulation duties as needed. Administer policies and procedures governing library services. Represent the library at meetings with municipal, county, state, federal officials, and local community groups as necessary. Oversee general library public relations. Executes other duties related to the Habersham County Library manager job description.

**Qualifications:**

- An undergraduate degree or a combination of training and experience in the library field or a related field.
- At least 3 years' experience in a public library or in a similar supervisory position is preferred.
- An MLS degree is a plus but not a requirement.
- Previous work experience with Georgia PINES and/or EVERGREEN library systems preferred.
- Budgetary experience preferred.
- Knowledge of writing and managing grants a plus.
- Strong public relations and people skills preferred.

**Salary/Benefits:**

Salary. Mid to high \$30s. State benefit and TRS retirement plan eligible.

**Application Procedure:**

Submit a resume, cover letter, and application. Include names and contact information for at least three professional references.

**How to apply:**

Application Packets	Email Application To:
<p>To download an application visit  <a href="http://www.clarkesvillelibrary.org">www.clarkesvillelibrary.org</a> or <a href="http://www.cornelialibrary.org">www.cornelialibrary.org</a></p> <p>Position can also be found at  <a href="https://www.georgialibraries.org/jobs/">https://www.georgialibraries.org/jobs/</a></p>	<p>Patrick Ledford-Habersham County Library Board            Chairman</p> <p><a href="mailto:hcpltrustees@negeorgialibraires.org">hcpltrustees@negeorgialibraires.org</a></p> <p><b>Subject: Cornelia Manager Position</b></p>

