

Job Announcement

Part-Time Library Manager, 20 hours a week beginning July 1, 2026

Location: New Market

The Library Board is seeking a dependable, community-oriented individual to serve as a Part-Time Library Manager for our small rural nonprofit library serving a bilingual community.

This position plays a key role in supporting daily library operations, providing patron services, basic administrative tasks, facility upkeep and community programing support. This position works collaboratively with volunteers and other paid staff. This role is ideal for someone who enjoys contributing to a welcoming, small-town community space and interacting with customers of all ages.

Schedule: During library open hours; 20 hours per week, weekdays and some Saturdays.

Key Responsibilities

- Assist patrons with library materials, circulation, and general questions
- Support a welcoming and inclusive environment for all visitors
- Assist with basic computer and internet use
- Support bilingual and community-centered library services
- Help with library programs, events, and outreach activities
- Work collaboratively with volunteers, other paid staff, and community members
- Open and close the library according to established procedures
- Maintain a clean, organized, and welcoming facility
- Organize and shelve books and materials
- Monitor building systems (lighting, heating, cooling, etc.) to ensure all are functioning properly
- Report maintenance issues, repairs, or safety concerns
- Assist with tracking supplies and basic recordkeeping
- Other related tasks as assigned by the Library Board

Qualifications

- High school diploma or equivalent required
- Strong interpersonal and customer service skills
- Ability to work independently and manage multiple tasks
- Basic computer and technology skills
- Dependable, organized, and flexible
- Experience in libraries, education, nonprofit work, customer service, or community engagement preferred but not required
- Bilingual communication skills (English–Spanish) preferred but not required

Physical Requirements

- Ability to lift and carry up to 20 pounds
- Ability to stand, bend, reach, and climb into attic spaces as needed
- Good visual acuity for reading, shelving, and assisting patrons

Compensation

- Hourly Wage: \$20.00