

Job Description
Part Time Library Manager

Location: New Market, Virginia, USA

Reports To: Library Board Chairman

Position Type: Part-Time (20 hours per week)

Position Summary

The Library Manager is responsible for the daily operation of a small rural nonprofit library serving a bilingual community. This position assists patrons, supports programs and events, maintains library organization, and works collaboratively with volunteers and other paid staff to create a welcoming and inclusive environment.

The ideal candidate is organized, dependable, community-oriented, and comfortable working independently in a flexible small-library setting.

Schedule

- Weekdays and some Saturdays: To be determined by the Board

Compensation

- Hourly Wage: \$20.00

Duties and Responsibilities

Social and Community Responsibilities

- Assist patrons with circulation, library materials, and general information
- Create a welcoming and inclusive environment for patrons of all ages and backgrounds
- Support and promote bilingual and community-centered library services
- Assist patrons with basic computer, internet, and technology needs
- Support library programs, events, and outreach activities
- Work collaboratively with volunteers, board members, community partners, and other paid staff
- Help promote library activities through flyers, announcements, and social media as needed

Administrative and Facilities Responsibilities

- Open and close the library according to established procedures
- Maintain an organized, safe, clean, and accessible library environment
- Organize and shelve books and materials
- Maintain records, statistics, and basic administrative tasks as assigned
- Monitor building operations, including lighting, heating, cooling, and general facility functionality
- Report maintenance, safety, or repair concerns to the appropriate parties in a timely manner and ensures these issues are corrected.
- Ensures library supplies are ordered and adequate stock is maintained.

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Other Tasks

- Perform other related duties as assigned by the Board or supervisor

Qualifications

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

Physical Requirements

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