

Columbia County Traveling Library

702 Sawmill Rd. Ste. 101, Bloomsburg, PA 17815 | info@cctlibrary.org | 570-387-8782 | www.travelinglibrary.org

JOB DESCRIPTION

Operations Manager (Part-Time, Permanent Position)

The Operations Manager will work approximately 10-15 hours per week, as funding permits, to provide and coordinate public library services across three sites, including the Bookmobile, the central County Library, and the branch library at a community center in Benton. The ideal candidate will have excellent technology skills and also be very good at communicating with diverse people who use the library. This position is responsible, working closely with a dedicated team, for managing the logistics of library operations, including collection management, bookkeeping, and supervising student workers and volunteers.

Responsibilities

- Cover regular public service shifts at the County Library, with occasional service on the Bookmobile, including checking out books, checking in books, managing book requests, and answering patron questions
- Assist patrons with using online library resources and e-book software and hardware
- Help the director and staff team train and supervise student workers and volunteers
- Manage the acquisitions, processing, and cataloging of new books
- Monitor and troubleshoot patron service workflows so that the right book gets to the right person at the right time in the right place
- Follow up with patrons regarding overdue and lost books in a timely manner
- Manage interlibrary loan requests
- Organize financial records and perform highly accurate data entry in QuickBooks Online
- Coordinate the ordering and management of office and collection supplies
- Assist with maintaining the library website and developing email and print communications

Requirements

- Demonstrated expertise with Microsoft Office and Google G Suite applications, as well as Internet technology like Zoom, Canva, website management platforms, and database systems
- Demonstrated experience serving the public, with a commitment to quality service
- Must support the mission, vision, and values of the library
- Must be able to stoop and use a stepstool to reach bookshelves and to lift book boxes up to 40 pounds
- Must be able to maintain strict confidentiality with patron and financial records
- Must obtain child abuse and criminal history clearances, and have a clean driving record
- Must have a bachelor's degree or relevant work experience for this paraprofessional role
- Preferred: Experience with bookkeeping or managing financial records
- Preferred: Office management experience
- Preferred: The ability and confidence to drive the bookmobile (no special license required)

Compensation will start at \$13 per hour. There are two days per year of paid time off, with flexibility to take unpaid leave as needed. Hours should be consistent, but can go up or down based on fundraising success. The position reports to the Director of the Traveling Library and works closely with a team.

The Columbia County Traveling Library Authority does not discriminate in employment on the basis of race, color, age, religion, sex, national origin, political affiliation, sexual orientation, gender identity or expression, marital status, parental status, disability, genetic information, or other non-merit factor.

TO APPLY: Send a cover letter, resume, and three references to Ammon Young, Library Director, at ammon@cctlibrary.org. The position will be open until filled.

[Posted Jan. 11, 2021]

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OUR VISION

A connected community of readers, learners, and volunteers across Columbia County.

OUR MISSION

The Columbia County Traveling Library provides quality library services in underserved rural areas. Through the bookmobile, branch libraries, and the online library, we build strong communities by offering access to books, information, and lifelong learning opportunities for all.

OUR VALUES

Personalized Service

We take time to get to know community members so we can provide a customized library experience by recommending books, answering questions, anticipating needs, and offering programs that inspire and delight.

Community Ownership

Our library is a shared community effort by the people for the people, with financial and volunteer support from individuals, organizations, municipalities, and businesses. We share this important resource with each other.

Literacy & Lifelong Learning

The Traveling Library is a resource that educates, engages, and enlivens people at all stages of life.

Free Exchange of Ideas

We welcome each person equally and help them find the information they need while honoring their privacy and individuality. As a public library, our mandate and mission is to serve the whole community, with no censorship or barriers related to perspectives or points of view. We encourage community conversations in which differing opinions are aired in an atmosphere of civility and respect.

Respect for Diversity

The Columbia County Traveling Library is committed to fostering an environment that is safe, positive, and respectful for all library users, employees, and community members. We pledge to serve our community without bias in regard to individual characteristics of any kind, including but not limited to heritage, nationality, race, ethnicity, immigrant status, religion, beliefs, age, gender, sexual orientation, gender identity or expression, education, veteran status, income, and physical or mental capabilities.

Collaboration

Whenever possible, we offer our support and partnership to organizations which serve Columbia County, including service agencies, schools, pre-schools, and other libraries. Our resources and services are available to help community organizations with a shared mission.

Good Stewardship

We use community funds wisely, adhering to high standards and best practices. We take good care of our resources and strive for sustainable funding for our future.