



# MIDDLE GEORGIA REGIONAL LIBRARY

## EMPLOYMENT OPPORTUNITY

### *Assistant Manager*

**Washington Memorial Library | Macon, GA**

**Full-time | 37.5 hours per week | \$54,810 per year**

Middle Georgia Regional Library is excited to announce this newly-created leadership position! Do you want to make a measurable and visible difference? Do you have a passion for developing and delivering public-facing library services? If you have a strong commitment to public service, excellent supervisory skills, and a track record of success working with lifelong learners, then Middle Georgia Regional Library invites you to apply for the position of Assistant Manager of Washington Memorial Library.

The ideal candidate for the Assistant Manager position is an experienced, responsible, creative, and enthusiastic team-builder who embraces and thrives in an active, fast-paced, and culturally complex environment. This position will lead a staff of enthusiastic and committed paraprofessionals in fulfilling the Library's mission "to connect all people to the information necessary to improve their lives through excellent services and materials."

#### **Our work culture:**

Middle Georgia Regional Library fosters a collaborative culture where teamwork is necessary to make a difference. Our staff is the engine that drives our award-winning facilities, innovative programming, and extensive collections.

Diverse backgrounds, identities, and experiences bring unique strengths and perspectives to our team. We embrace each member's unique identity to ensure our service reflects our diverse community.

Staff at MGRL enjoy a generous benefits package which includes 20 days of vacation leave, 10 days of sick leave, 11 paid holidays, membership in the Teachers Retirement

System of Georgia, and medical insurance through the State Health Benefit Plan.

#### **Our community:**

Middle Georgia Regional Library is anchored in Macon, Georgia. Macon is a vibrant community that values education, lifelong-learning, and is highly invested in library service. The community has a rich history, incredible architecture, stunning southern charm, and a soulful musical heritage. The city is home to 5 colleges and universities, 6 museums, sports teams, Ocmulgee National Monument, and numerous parks and festivals. Macon has all of the benefits of a large city with a small town cost of living.

#### **Position summary:**

The Assistant Manager will administer and direct daily library operations. Of utmost importance is exceptional patron service and commitment to effective library services, programs, and technology. The Assistant Manager is responsible for upholding all MGRL policies for staff and patrons.

#### **Additional information:**

The successful candidate will have experience and/or knowledge of a variety of library services and activities. The position requires a high degree of flexibility to produce services that are relevant and accessible to each segment of the population that we serve. They will build community relationships and contribute to community goals.

This position will enjoy significant support to attain these goals at Middle Georgia Regional Library with an enthusiastic and committed staff of professionals, management, and paraprofessionals.

**Supervisory Responsibilities:**

Manages up to 10 part-time Library Assistants in the Reference Department, and acts as Manager on Duty in the absence of the Head of Washington. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Essential duties and responsibilities include the following. Other duties may be assigned.**

- Scheduling priority to maintain leadership in the absence of the branch manager; this could include evenings and weekends.
- Interprets, implements, and recommends library policies and procedures.
- Conducts reference interviews with patrons to address special research needs.
- Oversees technical training for automated library systems.
- Participates in professional conferences and workshops to keep informed of changes in the library field.
- Plans and implements new information technologies to meet changing needs.
- Furnishes information on library activities, facilities, rules, and services.
- Explains and assists in use of reference resources, such as book and periodical indexes, to locate information.
- Describes or demonstrates procedures for navigating the public access catalog and electronic resources.
- Provides instruction and actively participates in the development and design of classes on use of the library and its resources.

- Provides instruction and actively participates in the development and design of classes on computer skills.
- Prepares statistical and cash reports.

**Required qualifications:**

- MLS/MLIS from an ALA-accredited university
- 2 - 4 years of related public library experience
- Supervisory experience

**Salary:**

- \$54,810.

**Benefits:**

- Vacation (accrual starting at 20 days per year)
- Sick Leave (10 days per year)
- 11 paid holidays per year
- Macon-Bibb County life insurance
- Teachers Retirement System of Georgia defined benefit retirement plan (401A) - 6% employee contribution, 20.78% employer contribution
- State Health Benefit Plan (medical insurance)

**To apply:**

E-mail resume, cover letter, contact information for three references, and MGRL employment application (found at <https://shorturl.at/cowzY>) to [jobs@bibblib.org](mailto:jobs@bibblib.org).

Incomplete applications will not be considered. Applicants who are not selected will not receive notification.

Position is open until filled.

**First review of applicants is October 15, 2025 at 12:00 PM.**

**Anticipated start date is November 20, 2025.**