



Mohave County  
Library Services Manager - Bullhead City

<b>SALARY</b>	\$32.73 - \$54.08 Hourly \$2,618.40 - \$4,326.40 Biweekly \$68,078.40 - \$112,486.40 Annually	<b>LOCATION</b>	Bullhead City, AZ
<b>JOB TYPE</b>	Full Time Regular	<b>JOB NUMBER</b>	05584
<b>DEPARTMENT</b>	Library	<b>DIVISION</b>	Public Services-Bullhead City
<b>OPENING DATE</b>	08/28/2025	<b>CLOSING DATE</b>	9/14/2025 5:00 PM Arizona
<b>FLSA</b>	Exempt		

Job Summary

Mohave County Library is currently looking to fill a Library Services Manager position.



The Bullhead City Library includes a teen room and an area for children, including an activity room. This area has public computers, study rooms, and conference rooms for the community. There is also dedicated space for people to meet with an IRS representative by appointment.

\*\*\*\*\*

The Library Services Manager will be based at the Bullhead City Branch, with a primary work environment that is indoors. The regular work schedule is Monday through Friday, from 8:00 a.m. to 5:00 p.m. Some travel is required between library locations and for outreach. This role involves daily public interaction and active participation in community engagement, including speaking to local groups and attending outreach events.



## Essential Job Functions

- Plans, organizes and directs staff in general library techniques, reference and readers' advisement, circulation, programming, collection development and maintenance, cataloging and acquisitions services, electronic services and systems, and related activities.
- Selects, hires, supervises and evaluates the work of subordinates both directly as well as through subordinate supervisors. Participates in the ongoing training and development of staff at the district level.
- Prepares, administers and monitors assigned portions of the budget; assuring efficient and economical utilization of resources in relation to assigned division.
- Contributes to and promotes cooperation and coordination of effort between the library service area assignment and the rest of the library district.
- Works with library administration to develop goals and objectives for local service area as well as district wide long-range planning.
- Assists in the development, coordination and implementation of district policies and procedures.
- Supports and supervises the implementation of District wide policies and procedures and interprets and applies Library policies and procedures for patrons and staff.
- Directs the circulation and library materials handling functions to ensure that materials move efficiently through the branch and throughout the library district.
- Attends and participates in library meetings, workshops and conferences on all levels, as required and as resources permit.
- Establishes and maintains effective community contacts and relationships.
- Supervises the collection, maintenance, and timely submission of records, reports and statistical data as required by the district library.
- Provides input and oversees the development and maintenance of assigned branch library collections; ensures collection materials appropriately meet the needs of local patrons.
- Ensures that building and grounds of the assigned library are properly maintained.
- Coordinates building and equipment maintenance, janitorial services and repairs.
- Maintains a clean and organized facility.

## Minimum Qualifications

- Master's Degree in Library Science from an American Library Association (ALA) accredited School of Library Science.
- Five (5) years of library experience in a progressively responsible position, including at least three (3) years of supervisory experience.
- OR an equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities may be considered in meeting the minimum qualifications.

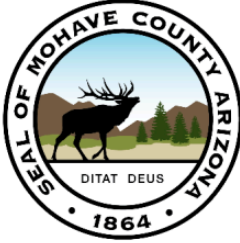
**SPECIAL JOB REQUIREMENT**

- Must possess a valid driver's license for operation of motor vehicles on Arizona roads at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.

**Knowledge, Skills & Abilities**

- Principles and practices of library operation including administration, personnel and facility management and library system organization and functions, reference sources or materials in the area of specialty.
- Standard office practices and record keeping.
- Computing literacy involving on-line and automated systems and personal computers and related peripheral equipment.
- Customer service principles and best practices.
- Use of English, spelling, grammar and punctuation.
- Operating relevant computer systems and applications, including the integrated library system, hardware and software, office machines, and peripheral equipment to perform work assignments.
- Developing and maintaining good working relationships.
- Identify community library service needs and develop and implement library programs to provide appropriate library services.
- Plan, organize, coordinate and manage the work of professional, paraprofessional, technical and clerical support staff in various activities.
- Coordinate collection development and maintenance, materials processing and preservation.
- Effectively speak before community groups and other civic organizations and utilize public relations and media skills for presentations, publicity flyers and introduction of programs.
- Identify, analyze and resolve problems at all levels.
- Appraise and select appropriate materials for the Library collection.
- Establish and maintain effective working relationships with library system staff, community groups, and other professional contacts.
- Prepare and manage assigned budgets.
- Exercise judgment and discretion in matters of policy and procedure design and implementation; make decisions in accordance with established policies and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Personnel Policies and department procedures.

**Benefits**



# MOHAVE COUNTY

## Employee Benefit Highlights



### Health , Wellness, & Work/Life Balance

- HHDP & EPO Medical Plans
- Dental
- Vision
- 24/7 Virtual Care
- Voluntary Hospital Indemnity Plan
- Voluntary Accident Plan
- Voluntary Critical Illness Plan
- County-paid Short Term Disability
- County-paid Identity Theft Protection
  - Options for buy up
- Employee Assistance Program
- Employee Wellness Program
- Onsite Health Screenings
- Onsite Gyms\*

\*Gyms located in Kingman & Bullhead City



### Financial & Retirement Benefits

- Competitive Salaries
- AZ State Retirement System (ASRS)
- Public Safety Personnel Retirement Savings (PSPRS)
- Corrections Officers Retirement Plan (CORP)
- Juvenile Detention & Adult Probation Retirement (AOC)
- Deferred Compensation Programs
- County-paid Basic Life/AD&D Insurance
- Supplemental Life Insurance
- Health Savings Account (HSA)
- Flexible Spending Accounts (FSA)
  - Including Dependent Care
- Education Assistance/Tuition Reimbursement
- Public Service Loan Forgiveness (PSLF)



### Leave Program

- Paid Time Off (PTO) (Vacation & Sick Leave)
  - 6.5 hours accrued bi-weekly (32+ hour employees only)
    - Accruals increase at start of every 5<sup>th</sup> year
  - Regular accrual starts on 7th pay period
- 39 hours PTO front loaded
  - 19.5 hours for part-time
- 10 Paid Holidays
- 1 Floating Holiday
- End of Year PTO Buyback (optional)



(928) 753-0736



Benefits@mohave.gov

Mohave County has an extensive benefits package with exceptional health, wellness, and work/life balance offerings, financial & retirement benefits, comprehensive leave program, and more.

Check out our [Benefits Guide](#) ([Download PDF reader](#)) for full details!

\*\*\*\*\*

**Equal Opportunity Employer/Program.**

Auxiliary aids and services are available upon request for individuals with disabilities.

**Mohave County is an Equal Opportunity Employer.**

It is the policy of Mohave County to provide equal opportunity in employment to all job applicants and employees. The County shall not discriminate against any person in recruitment, examination, appointment, training, pay promotion, retention, discipline or any other aspect of personnel administration, term or condition of employment, due to race, color, religion, sex (including pregnancy), national origin, genetic information or disability, age (40 or older).

Applicants must be authorized to work for any employer in the U.S.

We are unable to sponsor or take over sponsorship of an employment Visa.

**Employer**

Mohave County

**Address**

700 W. Beale St

Kingman, Arizona, 86402

**Phone**

928-753-0736

**Website**<https://www.governmentjobs.com/careers/mohavecountyaz>**Library Services Manager - Bullhead City Supplemental Questionnaire****\*QUESTION 1**

This position requires library organization and management experience. Describe your experience overseeing the day-to-day operations and leading a team and/or supervising staff within a library setting.

**\*QUESTION 2**

What have you done in your organization to support and develop staff and create an environment that fosters excellent customer service and cohesive teamwork?

**\*QUESTION 3**

Describe a situation where you have led a major innovative change in a library setting. How did you address the needs of staff, friends group, customers, management, and other key stakeholder?

\* Required Question