

Job Title: Part-Time Library Manager

Reports To: Library Board of Trustees

Hours: 30 hours per week, in-person

Compensation: \$24-27/hour, no benefits

Position Overview:

The Preston (CT) Public Library seeks a dedicated and experienced professional to serve as our part-time Library Manager. This position is responsible for overseeing daily operations, staff and volunteer management, budgeting, and policy development, while ensuring that the Library continues to provide exceptional service and programming for the community. The Library Manager will report directly to the Board of Trustees and work closely with staff, volunteers, and community partners to maintain and grow library services.

Key Responsibilities:

- Help develop and implement library policies and procedures.
- Prepare and manage the annual library budget.
- Monitor daily library operations to ensure high-quality service and safety standards.
- Maintain accurate records and statistics related to library usage and programs.
- Schedule, supervise, mentor, and evaluate library staff and volunteers.
- Oversee hiring, training, and professional development opportunities.
- Assist patrons with research, reference questions, and information needs.
- In conjunction with the Technical Services Manager, develop, organize, and maintain library collections.
- Collaborate with library staff to plan, deliver, and evaluate library programming.
- Report regularly to the Library Board of Trustees on performance, needs, and priorities.
- Work with Library Outreach Coordinator to enhance services, outreach, and community engagement.
- Oversee library technology, digital resources, and equipment maintenance.
- Oversee building maintenance and manage relationships with library vendors.

Qualifications:

- Master's degree or degree in Library Science or equivalent experience preferred.
- Excellent customer service and communication skills.
- Experience with library technology, digital resources, and integrated library systems (experience with LION a plus).
- Strong organizational, problem-solving, and leadership skills.
- Ability to work collaboratively with staff, volunteers, and community stakeholders.

Salary:

- \$24-27/hour, 30 hours per week.

To Apply: Please send a letter of interest and a resume to prestonlibrarysearch@gmail.com by September 29, 2025.

