Nantahala • Regional • Library
Serving Cherokee, Clay & Graham Counties
- Est. 1940 -

Title: Branch Manager

Library: Graham County Public Library, Branch of Nantahala Regional Library

City: Robbinsville, North Carolina

General Summary:

The Branch Manager is responsible for the daily operations at Graham County Public Library including supervising and training staff, providing information and customer service, planning and promoting programs in the library, and developing the library's collection. The Branch Manager reaches out to local organizations and promotes the library and its services.

Salary Range: $26,624.00 - $30,000.00 /year paid semi-monthly ($16-$18 /hour | 32 Hours per week)

Benefits:
Paid health, dental, and vision insurance
Paid short-term disability
Paid vacation, sick leave, and holidays
Retirement Plan (after 6 month probation period)

Schedule
The Branch Manager will ensure operation of the Graham County Public Library during the following schedule ensuring staff coverage and working a 32 hour per week schedule. Below is the library opening schedule and not the specific work schedule.

Monday:	10:30 am-5:30 pm
Tuesday:	10:30 am-5:30 pm
Wednesday:	10:30 am-5:30 pm
Thursday:	10:30 am-5:30 pm

Qualifications:

- Bachelor's Degree (Masters Degree in Library Science preferred. Other related degrees and experience can be discussed)
- Library Knowledge/Experience
- Management Training/Experience

- Demonstrated skill in computers, software use, social media and basic troubleshooting
- Ability to plan/promote library programs
- Ability to communicate effectively, both orally and in writing
- Ability to maintain good working relationships with the NRL Director, staff, patrons, other government and community organizations, and the general public.
- Must have transportation and have and maintain a valid North Carolina driver's license. Ability to lift up to 40 lbs. and the ability to bend, reach and spend up to four consecutive hours standing and walking. Must be able to pass a background check.

Duties:

- Supervises daily operation of Library and staff
- Leads the library toward the vision, mission, and strategic goals of Nantahala Regional Library
- Maintains budget for book ordering for the library as well as manages the library collection.
- Trains staff/volunteers at the library
- Supervises the circulation of materials and access to digital resources.
- Provides patrons with directions, locating materials, reference help, computer usage, use of computer equipment, etc….
- Attends meetings with and works closely with the Friends of the Library, providing library reports and coordinating programs and events.
- Creates library displays to promote different materials to the public.
- Participates in department head meetings, director meetings, and board meetings as required.

Available: open until filled

Posting Date: 11-9-2026

To apply: Apply online at nrlibrary.org/employment and direct any questions to: Franklin Shook, Director, Nantahala Regional Library, 11 Blumenthal Street, Murphy, NC 28906, 828-837-2025 or email at fshook@nrlibrary.org