



FORT SMITH PUBLIC LIBRARY

**Fort Smith Public Library
Windsor Drive Branch Manager**

The Fort Smith Public Library in scenic western Arkansas is seeking an enthusiastic, customer service-oriented professional to provide leadership for the Windsor Drive Branch Library. The Branch Manager is responsible for the day-to-day operations of the neighborhood branch library, including supervising, scheduling, and training staff; planning programs and outreach for children, teens, and adults; providing quality circulation, reference service, and reader's advisory to customers; interpreting library policies and procedures for customers and staff; and participating in collection development.

Requirements: Bachelor's degree required with preference for a master's degree, especially an MLS or other library-related degree. Essential skills include flexibility, ability to work well with people, especially children and teens, strong organization and planning skills, ability to effectively use computers and other types of technology, ability to manage multiple projects, and experience with and appreciation of diverse cultures and ages. Salary commensurate with experience and qualifications; minimum salary: \$30,000.

Fort Smith Public Library: The Fort Smith Public Library is a city library system with a \$2.5 million budget and a 67,000 square foot main library and three neighborhood branches, all opened since 2000. The Library is a dynamic presence in the community, serving over 86,000 people in the Arkansas River Valley area of western Arkansas and offering a wide range of materials and services including books, DVDs, audiobooks, downloadable audio and eBooks, free meeting rooms, electronic databases, and programming for children, teens, and adults.

Windsor Drive Branch: The Windsor Drive Branch Library is one of three neighborhood branch libraries in the Fort Smith Public Library system. The library opened in a new 11,000 square foot building in 2000. Two full-time and six part-time staff members provide service to a diverse clientele in a beautiful library environment. The library is located within walking distance of four public schools. In 2011 68,251 people visited the Windsor Drive branch, checking out 47,414 materials.

Send letter of application and resume to: Jennifer Goodson, Library Director, Fort Smith Public Library, 3201 Rogers Ave., Ft. Smith, AR, 72903 or jgoodson@fortsmithlibrary.org Review of applications will begin immediately, but applications will be accepted until the position is filled.

For more information about the Fort Smith Public Library, visit www.fortsmithlibrary.org