



# FORT SMITH PUBLIC LIBRARY

## Fort Smith Public Library Windsor Drive Branch Manager

The Fort Smith Public Library in scenic western Arkansas is seeking a dynamic, customer-focused, creative 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; ensuring a welcoming environment and providing a quality user experience to customers; interpreting library policies and procedures for customers and staff; and participating in collection development. The person in this position works under the supervision of the library director and assistant director. As a member of the library's leadership team, the branch manager also works with other branch managers, department heads, and the library director on library-wide projects, issues, and initiatives.

**Education and experience:** A bachelor's degree is required with preference for a master's degree, especially an MLS or other library-related degree. At least one year of professional library experience and demonstrated management experience is desired.

**Skills and aptitudes:** The ideal candidate for this position is customer focused, possesses strong customer service skills, is confident with technology, works well with the public (especially children and teens), has experience with and an appreciation of diverse cultures and ages, and thrives in a fast-paced environment. A positive attitude toward library staff and the public, the ability to positively represent the library in the community, flexibility, strong organization and planning skills, an eye for detail, the ability to manage multiple projects, and proven success as a team leader and team member are other essential skills.

Salary commensurate with experience and qualifications; minimum salary: \$35,000. In addition, the Fort Smith Public Library offers a competitive package of benefits including health insurance, paid vacation, paid holidays, and paid retirement.

**Fort Smith Public Library:** The Fort Smith Public Library is a city library system with a \$2.8 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 88,000 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, eBooks, streaming video, and other digital resources, meeting space, 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 eight 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 2018 48,557 people visited the Windsor Drive Branch, checking out 44,702 materials.

**To apply, send a cover letter and resume to:** Jennifer Goodson, Library Director, Fort Smith Public Library, 3201 Rogers Ave., Ft. Smith, AR, 72903 or [jgoodson@fortsmithlibrary.org](mailto: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](http://www.fortsmithlibrary.org)