



Employment Opportunity  
Information Packet

Riverton Branch Library

Library Branch  
Manager





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## Library Branch Manager

Fremont County Library System—Riverton Branch Library  
Riverton, Wyoming



### Library System Information

The Fremont County Library System contributes to healthy, vibrant communities by enriching lives and engaging minds in Fremont County. At FCLS you will find staff who are committed to serving our communities and cultivating an environment where everyone is welcome. Our system maintains the main library in Lander and branches in Dubois and Riverton. We are part of the Wyoming Libraries consortium, which is a unique, strong affiliation for providing outstanding access to physical and digital resources for Wyoming citizens.

Explore more about the Fremont County Library System at <https://www.fclsonline.org/>.

Explore more about the Wyoming State Library at <https://library.wyo.gov/>.

### Work Culture

The Fremont County Libraries in Lander, Riverton, and Dubois provide essential resources, community connection, and lifelong learning support for every resident. We seek to create a work environment that respects the individual, promotes training and professional development, and utilizes the unique talents and strengths of each staff member. With support from the Fremont County Library Foundation and our three Friends of the Library groups, we offer financial support for professional development. Maintaining connection and support among the staff at the three libraries is a priority of the FCLS leadership.

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## Position Description

The Branch Manager leads the Riverton staff team in above-and-beyond customer service and oversees the daily operation of the Riverton Branch Library. The Manager reports directly to the Library Director and works closely with the Director and other Managers to ensure that our county residents receive the best possible environment and library services. Key responsibilities include supervising eight staff, building connections with patrons and community groups, promoting library services, developing and maintaining the library collection, implementing strategic plan priorities, and working with the director on the Riverton Branch budget. This is an exempt position with an expectation to work in the evening and Saturday shift rotations. The Manager coordinates and participates in leading adult programming.

## Qualifications

A Bachelor's degree, library work experience, and excellent interpersonal skills are required; a Master's in Library Science, library work history, leadership experience, and excellent interpersonal skills are preferred. Relevant experience, education, and skills will be considered. The successful applicant will have experience with customer service in libraries, computer technology, social media, interpersonal communication, program planning, and leading teams. If you find fulfillment working with a diverse community, building relationships, and promoting lifelong learning, then please apply!

## Compensation & Benefits

The Branch Manager salary range is \$43,320-\$49,560 and depends on education, skill, and supervisory experience. The generous Fremont County benefits package includes Wyoming Retirement System, health insurance, vacation leave, and sick leave. The total compensation package range is \$73,706-\$81,220.

## Application Process

Submit the Fremont County Library System Employment Application and résumé with letter of interest to Library Director Anita Marple [amarple@fclsonline.org](mailto:amarple@fclsonline.org). Submissions may also be delivered or mailed to Library Director--Lander Library; 451 N. 2<sup>nd</sup> Street; Lander, Wyoming 82520. Access the position description and application at <https://www.fclsonline.org/employment>.

Interviews will begin November 1, 2023. This position is open until filled. The Fremont County Library System is an equal opportunity employer.



## Community Information

Known as Wind River Country, the mountains, lakes, rivers, and wide open spaces are prominent features of our Fremont County home. Agriculture, ranching, mineral development, education, outdoor recreation, and environmental stewardship represent the pillars of our work and values. The tapestry of our community includes tribal members, pioneer descendants, and transplants from across the country.

The City of Riverton is the largest community in the county and serves as a hub for shopping, restaurants, and essential services. The city borders the Wind River Indian Reservation which is home to the Eastern Shoshone and Northern Arapahoe tribes. Approximately 20% of our county population is Native American. Riverton is home to the main campus of Central Wyoming College, an outstanding provider of educational and cultural opportunities for the region.

Explore more about Fremont County and Riverton at <https://windriver.org/destinations/> and <https://windriver.org/destinations/riverton/>.