



DATE	January 2013
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Library Branch Manager
 DEPARTMENT/DIVISION: Library
 REPORTS TO: Library Director

SUMMARY: Responsible for performing supervisory work related to overseeing the workflow of a unit within the library. Duties include: hiring, training, evaluating, coaching and counseling staff within the unit; serving on library management team; chairing library committees; developing and administering policies and procedures for area of responsibility; handling escalated customer complaints; managing vendor relationships; and assisting in the planning and development of library budget. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

All Library Branch Managers:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the activities of the Library, which includes planning, developing, coordinating, administering, and evaluating workflow, processes, procedures, systems, and standards; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards.
- Participates in/on a variety of meetings, teams, committees, and/or other related groups in order to receive and convey information.
- Participates in developing and administering the department budget. Researches and recommends items for inclusion in the budget.
- Responds to inquiries from the public in person and over the phone to help them obtain the information they are seeking; conducts research to locate related information; performs readers' advisory.
- Maintains collections in assigned area of responsibility, which includes selecting books for purchase; repairing books; determining books to withdraw from the library; reviewing vendor cataloging and processing specifications; and/or, performing other related activities.
- Performs other duties as assigned.
- In addition to the above job functions, an individual will also be responsible for the operations of one business unit within the library

Library Manager of Access Services and Systems:

- Maintains and manages the Library's automation system, which includes: installing software upgrades; changing software settings; creating and maintaining loan rules, item

location codes and/or other applicable codes; maintaining system integrity; creating data lists; and/or, performing other related activities.

- Supervises the activities of the Access Services area, which includes: developing and maintaining policies and procedures; monitoring cash handling procedures; monitoring account referrals to collection agencies; coordinating the procedures at both locations;
- Performs a variety of administrative activities in support of Library operations, which may include: developing surveys and questionnaires; planning and facilitating bibliographic and authority classes for library staff continuing education purposes; compiling, preparing, and maintaining a variety of records and documents; and/or, performing other related activities.

Library Manager of Information Services:

- Responsible for the development, implementation and evaluation of reference and information services to library users of all ages.
- Coordinates library programming for adults, including outreach events.
- Collaborates with Supervisor for Youth Services in planning Reading Club Activities.
- Responsible for daily operations of library facilities.

Library Manager of Technical Services:

- Performs cataloging, database, and collection maintenance activities, which includes: creating new bibliographic records for library resources in all formats; editing bibliographic records for library resources; maintaining bibliographic database collections by resolving problems and inconsistencies; developing appropriate search enhancements to facilitate more efficient search results; and/or, performing other related activities.

Library Manager of Youth Services:

- Responsible for the development, implementation and evaluation of services to children and teens.
- Coordinates library programming for preschool, elementary, middle school and high school patrons, including youth outreach events.
- Chairs Youth Reading Club committees.
- Coordinates program publicity.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over library staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science principles and practices;
- Knowledge of research methods and practices;
- Knowledge of electronic databases;
- Knowledge of reference materials, techniques, and practices;
- Knowledge of literature in assigned area of responsibility;
- Knowledge of book selection principles;
- Knowledge of print and on-line reference sources;
- Knowledge of cataloguing systems;

- Knowledge of best practices in youth programming
- Knowledge of circulation principles and practices;
- Knowledge of database management principles;
- Knowledge of applicable hardware and software;
- Skilled in conducting research;
- Skilled in maintaining automated library system;
- Skilled in providing technical support;
- Skilled in monitoring and evaluating subordinates;
- Skilled in delegating and prioritizing work;
- Skilled in developing and administering budgets;
- Skilled in developing collections;
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness;
- Skilled in troubleshooting computer problems;
- Skilled in retrieving, organizing, and disseminating information;
- Skilled in conducting Internet searches;
- Skilled in preparing and maintaining educational programming;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Master's degree in Library Science from an ALA accredited school
- Three years progressively responsible library experience.

PREFERENCES:

- Two years of supervisory/management level experience

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.