

# HURON COUNTY COMMUNITY LIBRARY

## Job Description BRANCH LIBRARIAN

**Department:** Management

**Reports to:** Library Director

**Supervises:** All staff assigned to branch library.

**Description:** The Branch Librarian manages all aspects of library service at their branch library with duties regarding personnel, building facilities, purchasing, collection development and public relations. Works closely with and implements procedures set by the Library Director in regards to Library Board of Trustees policies.

**Responsibilities include but are not limited to:**

1. Coordinate the opening and closing of the branch library each day, including responsible for emergency closing of the branch library in the absence of the Library Director
2. Responsible for the daily reconciliation of the incoming monies and bank deposits
3. Responsible for all library services at the branch library, including but not limited to general circulation duties, patron assistance, conduct library tours and presentations, interlibrary loans and programming
4. Responsible for collection development and maintenance at the branch library, including ordering, processing and weeding library materials, print and non-print
5. Recommend procedural changes to the Director
6. Responsible for public relations in their community and schools; encouraging use and promoting library services
7. Responsible for seeing that the "Rules and Regulations for Public Behavior" are followed at the branch library by staff and patrons
8. Keep abreast of new technology and library trends through continuing education opportunities
9. Responsible for purchasing library materials and supplies for the branch library and making recommendations to the Director for furniture and equipment purchases

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10. Supervise volunteers and staff, including scheduling, evaluation, and training.
11. Submit leave of absence requests and recommendations for promotions to the Director
12. Responsible for sending all invoices, receipts, circulation and other statistics, employee hours, and other reports as requested to the main library
13. Attend staff meetings as called by the Director and hold staff meetings for branch staff as needed
14. Represent the branch library at/with local civic organizations
15. Responsible for building and equipment maintenance
16. Join and participate in the Ohio Library Council (OLC)
17. Represent the branch library at NORWELD, OLC, and other professional meetings, workshops, and conferences
18. Publicly support the Library Board of Trustees, the Library Director, and library policies and mission statement
19. Promote a positive image of the library
20. Perform additional duties as assigned by the Library Director

#### **Library Wide Standards:**

- Demonstrates initiative, is a self-starter
- Demonstrates ability to focus on details
- Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate
- Adheres to Library policies, procedures and standard practices
- Behaves in a professional manner
- Demonstrates ability to organize work and to carry through established procedures
- Performs duties in a courteous and friendly manner
- Have reliable transportation to agencies within and outside of the library system
- Ability to develop good rapport with library patrons

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#### **Knowledge, Skills and Abilities:**

- Ability to learn about and effectively use computers, electronic databases and other technology as required
- Ability to operate standard office equipment, such as copiers and fax machines
- Ability to exercise independent judgment, reliability, and maintain confidential integrity as required
- Possesses strong communication and public relations skills
- Demonstrates management and supervisory skills
- Ability to maintain a close working relationship with library employees
- Flexible, hardworking and detail oriented
- Familiar with most aspects of library operation including personnel, public and technical services, technology and budgeting
- Ability to substitute for all branch positions as needed
- Ability to handle a frequently fast-paced position with numerous interruptions. Physical stamina is required to rearrange furniture and put away materials and to push and pull loaded book carts and other library equipment and materials, as well as pack and unpack shipping boxes
- Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping

#### **Minimum Experience and Training:**

- Bachelor's degree, Master of Library and Information Science preferred, four years successful supervisory experience preferably in a public library.
- Must be able to use a personal computer

#### **Additional Qualifications Preferred:**

- Prior public library work experience.
- Work experience with an automated library system, the Internet and other technologies
- Evidence of continued interest in the field of library work.