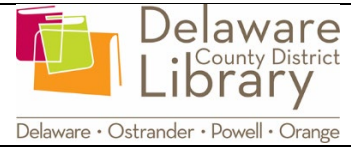


# Position Profile



FLSA:	Exempt / Hourly	Effective Date:	December 1, 2021
Pay Classification:	53	Reports to:	Deputy Director

## **Branch Manager**

**Summary of Job Responsibilities:** Reporting to the Deputy Director, the Branch Manager oversees the daily functions and operations of the Branch, supervises staff, and provides leadership in customer relations and community outreach. Participates as a member of the management team.

### **Minimum Qualifications:**

- MLS or MLIS from an ALA-accredited institution is required.
- Management experience, preferably in public libraries, with progressive levels of responsibility and supervision is required.
- Three to four years related experience or any equivalent combination of experience which provide the required knowledge, skills, and ability is required.
- Ability to load, unload, lift, shelve, transfer, and/or transport materials up to 75 lbs. is required.
- Ability to work days, evenings, and weekends is required. The schedule may change as the needs of the Library change.
- Ability to travel between Library locations as needed is required.
- Regular and predictable physical attendance is required.

### **Employment Contingencies:**

- Must satisfactorily complete a background investigation.

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

- Strong grasp of the principles of library and information science.
- Knowledge of Library practices and trends in services.
- Knowledge of current Library computing practices, standards, and equipment.
- Familiarity with a wide range of research methods and tools.
- Ability to devise and execute effective searches using the Library's catalog, subscription databases, and online resources.
- Extensive knowledge of Dewey Decimal Classification (DDC) system.
- Knowledge of and location of Library materials.
- Ability to address and resolve patron and staff conflicts.
- Ability to multitask and shift priorities as required.
- Self-motivated with strong time management skills.
- Ability to communicate effectively in written and oral form.

- Ability to define problems, collect data, evaluate evidence, establish facts, and draw valid conclusions.
- Demonstrates strong supervisory skills, as well as knowledge of supervisory methods and techniques.
- Demonstrates strong project management skills, as well as knowledge of project planning and techniques.
- Strong technology skills.
- Flexibility and adaptability.
- Well organized with strict attention to detail.
- Ability to interpret and apply Library policy.
- Works well individually and as part of a team.

**Duties and Responsibilities:**

- Oversees all tasks essential to the daily operation of the Branch (i.e., youth services, teen services, adult services, programming, circulation, collection development, scheduling).
- Oversees all Branch facilities and operations.
- Supervises and hires Branch staff. Provides direction, coaches, trains and develops, and set performance standards to meet or exceed Library goals and expectations.
- Oversees and provides direct service to patrons (i.e., phone, in-person, computer lab, drive through, curbside, information desk, readers' advisory, virtual).
- Coordinates programming for children, teens, and adults.
- Provides assistance with all Library resources, services, equipment, and technology.
- Assists patrons in the selection, location, and use of Library materials and resources.
- Assists with collection development as assigned.
- Plans and leads shifting, weeding, and collection maintenance projects with the Adult Services and Collections Manager.
- Plans and manages an annual budget.
- Stays up-to-date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings.
- Participates in the state library association and/or other professional organizations.
- May attend meetings of the Board of Trustees.
- Attends regular staff and committee meetings as assigned.
- Supports and implements the Library's Mission Statement, Vision Statement, Strategic Plan, and Customer Service Expectations. Contributes to the strategic and long-range planning for the Library system.
- Performs other duties and tasks as assigned.

*Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.*

**Working Conditions:**

- All Library positions require some or varying levels of physical activity, including standing, walking, reaching, squatting, lifting, carrying, pushing, and grasping.
- Ability to sit/stand and use computer for extended periods and standard office equipment daily.
- Majority of work performed in a public building office environment.
- Employees should be able to lift and/or carry 25 lbs. consistently and 75 lbs. occasionally.
- Employees should be able to push Library carts 25 lbs. consistently and 75 lbs. occasionally.
- Requires travel between Library locations as needed.
- Requires ability for extended hours as needed.
- Requires evening and/or weekends as needed.
- Requires periodic participation and attendance at events and trainings.

Employee Acknowledgement: I have read this position profile and had the opportunity to ask questions.

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Employee

\_\_\_\_\_

Date