



BRANCH MANAGER I

Job Description

Summary:

Professional, supervisory and administrative work directing the day to day operation of small branch library. Duties include staff scheduling, attention to physical branch facility, selecting, training and evaluating branch staff. Work also includes developing and implementing programs, services and special events to promote use of the library branch and related work as required.

Essential Job Duties:

- Reports to Regional Branch Manager.
- Develops goals, plans, programs, services and procedures for a branch library.
- Manages, supervises and participates in all daily service and support operations within a branch.
- Develops projections of resources and personnel necessary to meet established goals and objectives.
- Directs, supervises, motivates and evaluates staff to ensure appropriate assignment of job duties to enhance maximum delivery of services. Responsible for overseeing progressive discipline process should staff fail to meet standards. Responsible for establishing and maintaining good communication practices among staff.
- Oversees the management and maintenance of collections housed in the Branch Library including recommendations for new materials, space allotments, weeding, etc.
- Represents the Library in community organizations in the service area.
- Works closely with other branch managers and library management to assure services are responsive to patron needs.
- Ensures that building and grounds of the branch are properly maintained.
- Participates on system-wide initiatives and committees as required by supervisor.
- Serves in rotation with other Branch Managers as weekend and/or evening Branch-Manager-In-Charge (BMIC).
- Participates in committee work including the materials selection process.
- Upholds policies established by Library Board and Administration.
- Prepare reports and statistics for the branch.

Knowledge, Skills and Abilities:

- Knowledge of practices, procedures, techniques, material, and technology used in the provision of professional library services, including general reference, classification, cataloging, acquisition, circulation, collection development, adult and children's library services.
- Knowledge of City and state agencies that work with and serve the Library.
- Ability to select, supervise, train, assign, and review work, administer discipline, and conduct performance evaluations for assigned staff in a manner conducive to full performance and morale.
- Knowledge of library administration, divisions, interests and priorities.
- Ability to communicate effectively regarding library projects, functions, resources, policies and procedures.

- Ability to make sound, independent judgments within established policies and procedures in carrying out assigned duties, prioritizing responsibilities, and meeting deadlines.
- Ability to problem-solve issues related to patron complaints and library services.
- Ability to coordinate, manage, and evaluate library services, activities, policies and procedures, objectives, and resources to community groups, and library patrons.
- Ability to organize own work, setting priorities and meeting critical deadlines.
- Ability to deal with people tactfully and effectively, establish and maintain effective working relations, and provide excellent customer service to all library stakeholders.
- Ability to communicate clearly and concisely, and articulate ideas, concepts and proposals in correspondence, memoranda, reports and other documents.
- Ability to use library related professional tools and software applications (MS Office, catalog database, reference databases)

Minimum Qualifications:

- Master's Degree In Library Science from an ALA-accredited graduate library school
- Two (2) years of experience as a professional librarian, one (1) years of which must have been in a supervisory capacity in public service at an urban public library.