

## **Job Description**

Position Title: Branch Manager, Full Time

**General Summary:** The Branch Manager is responsible for daily operations at the branch including supervising, training, and scheduling staff, providing information and services, and modeling customer service. They ensure that all staff is providing exemplary service to library patrons. The Branch Manager serves as a liaison between Scenic Regional Library and their branch's community by reaching out to area organizations and promoting the library and its services.

### **Essential Duties:**

- Supervises branch daily operations
- Create daily, weekly, monthly, and special event schedules to ensure that the branch is adequately staffed.
- Hires, supervises, and trains branch staff
- Manage branch budgets throughout the year
- Trains new staff and/or volunteers on duties at the circulation desk and customer service policy.
- Supervises the circulation of library materials, including new patron registration, reserving books, processing over-dues, processing incoming books, and shelving of library materials;
- Ability to lead branch toward vision, mission, and strategic goals of Scenic Regional Library
- Supervises patron usage of Internet and computer stations.
- Provides patrons with directional and procedural assistance, either in locating materials here or from other libraries or with computers, copy or fax machines.
- Provides patrons with reference assistance when necessary.
- Assists in collection management, through purchasing requests and withdrawing items in accordance with the Collection Development policy
- Attends meetings and maintains professional development regarding library functions;
- Makes recommendations for improvements in services and collection
- Respects the confidentiality of library users and records.
- Performs related work as needed.
- Maintains an attractive branch including collection, displays and building appearance.
- Address and report facilities and IT issues to administration in a timely fashion.
- Process Passport applications in accordance with the US Department of State's guidelines.
- Provide Notary Services for Library Patrons.

### **Job Requirements:**

- Must possess a Bachelor's Degree or at least two years of college credit and the equivalent combination of college credit and library experience (i.e. 2 years of Library experience is equal to 1 year of college credit)
- Public library experience preferred
- Ability to establish and maintain meaningful community partnerships for the library
- Ability to promote the library to the surrounding community in a positive manner
- Knowledge of and adherence to library policies
- Knowledge of personnel, time management, and budgeting principles
- An evolving knowledge of the professional practices, procedures, and techniques of library science
- Working knowledge of circulation services and procedures;
- Maintain and improve computer skills as needed in order to help patrons with basic computer skills and programs.
- Ability to instruct and train library staff in library methods and procedures;
- Ability to keep and maintain a variety of library records and statistics;
- Ability to exercise tact, initiative, and independent judgment;
- Ability to perform various clerical and computer functions;
- Ability to communicate effectively, both orally and in writing.
- Willingness to work evenings and Saturdays.
- Previous circulation desk or related work experience

**Essential Physical Job Requirements:**

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

**Hours:** Full time (40 hours) per week including some evenings and weekends hours.

**Salary:** \$53,972.50 – 62,068.37 starting range; Benefits include paid holidays, vacation and sick leave. Employer provided health, dental, and life insurance and retirement plan.