

PULASKI COUNTY LIBRARY SYSTEM

Job Title:	Library Branch Manager
Department:	Public Services: Branch Library Services
Reports To:	Public Services Coordinator/Library Director
Supervision Exercised:	Supervises, schedules and evaluates work of library assistants and volunteers assigned to the Library Branch
Supervision Received:	Receives minimal instruction and supervision in regard to daily work duties after initial orientation/probationary period. Under the general supervision and guidance of the Public Services Coordinator/Library Director
Classification (FLSA):	Non-Exempt: Full-time, Forty (40) hours/week.
Category:	Professional: Public Services: Branch Services: Administrative Management

JOB SUMMARY: Manage a small library to meet the recreational and informational needs of the community. Be responsible for the efficient operation of the branch library including overseeing administrative activities and supervising library staff and volunteers; providing input in development of library collection; maintaining records and preparing evaluations and reports; overseeing branch building maintenance and the use of the public space; preparing and presenting programs and classes for the public; and guiding patrons to information using all forms of print, on-line and community resources.

JOB REQUIREMENTS: A bachelor's degree in a relevant field or equivalent experience in library science and operations with supervisory experience. An accredited ALA Masters of Library Science degree and certification as a professional librarian from the Library of Virginia is preferred. Excellent verbal and written communication skills, basic math, computer and financial skills and the ability to supervise others effectively are necessary. A valid Virginia Driver's License is needed. Some evening and Saturday work required.

PHYSICAL REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds is common to a public library environment. The position also requires constant use of the visual and auditory senses.

JOB DUTIES AND PERFORMANCE STANDARDS

I. Branch Management:

- Assist in the development and implementation of library policies and procedures as they pertain to the branch library.
- Record data and maintain accurate branch statistics; prepare monthly reports.
- Receive and record library fines and fees.
- Select, train, schedule and supervise the work of library staff and volunteers.
- Ensure that the library facility, collection, supplies and equipment are kept in a good state.
- **Due to the nature of working in a small branch library, the position must be self-motivated and able to work independently.**
- Perform other related duties as assigned.

II. Branch Employee Relations:

- Implement approved library and county personnel policies and procedures.
- Assist the Public Services Coordinator/Library Director with performance appraisal program for branch library employees.
- Communicate effectively with the branch staff.
- Establish and oversee the scheduling of the branch employees to ensure effective customer service, optimize workflow, and positive employee interaction.
- Train and supervise all branch library employees in regard to policies, procedures and services of the Library System and the branch library.
- Perform supervisory work involving policy and guidelines including solving both people and work related problems. This requires attention for accurate results and the ability to make decisions that affect the library, patrons and staff.

III. Branch Library Collection:

- Assist in collection development by making recommendations of titles for purchase for the branch collection based on knowledge of community interests and accepted selection criteria.
- Perform library shelf maintenance tasks such as shelving, inventory and deselection on a regular basis.

IV. Branch Public Relations:

- Participate in community events.
- Promote the branch library and the County Library System in a positive manner.
- Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, and community groups and organizations.
- May participate in professional associations.

V. Branch Library Facilities and Safety:

- Perform opening and closing duties.
- Ensure that the library facility is in good working order. Resolve or report maintenance problems.
- Oversee the use of the branch library bulletin board, public display areas and public use space.
- Keep current emergency plans available and handle accident claims from patrons and staff in a timely manner.
- Some responsibility for the safety and health of others and/or occasional enforcement of the standards of public safety or health may be required.

VI. Branch Public Services:

- Using all available print, non-print and electronic resources, assist patrons with their recreational, informational and reference needs.
- Provide direct public service by responding to patrons' information requests, suggestions, concerns and complaints in an effort to provide access to library materials and services.
- Communicate, implement and practice excellent customer services to the branch library patrons and staff.
- **Plan and implement programs for children, teens, and adults in cooperation with other staff.**
- Resolve customer services problems brought by patrons and staff and regularly keep the Library Director and Public Services Coordinator informed.

VII. Branch Equipment:

- Ensure that the library facility and equipment are in good working order. Resolve or report maintenance problems. Maintain adequate supplies.
- Assist patrons in the use of online catalog, computers, copier, printer, etc. as questions arise.

VIII. Professionalism and Confidentiality:

- Ensure compliance with Pulaski County Library System policy and procedure.
- Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems.
- Maintain proper level of confidentiality with all patrons and staff transactions and activities.
- Communicate effectively with Public Services Coordinator and Library Director.
- Read professional journals and manuals; compose specialized reports and business letters; speak to groups of coworkers and people outside the organization as required.

IX. Training and Job Development:

- Participate in training on new programs, technology or procedures.
- Maintain current awareness of library trends, developments and materials.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The Pulaski County Library System reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

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