



JOB DESCRIPTION

JOB TITLE:	Library Branch Manager	FLSA:	Non-Exempt
DEPARTMENT:	Library	GRADE:	M1
REPORTS TO:	Library Director	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and performing activities related to the County's Library services and functions at a branch location; may supervise staff.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and performs library services activities of a branch location; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; may assign and direct staff and volunteers.
- Responds to and resolves patron complaints and concerns in a timely and courteous manner; directs patrons to the general location of library materials.
- Develops and implements goals, programs, and procedures for the branch; coordinates activities and programs with other library functions/locations.
- Performs library duties; checks items in and out; requests items for patrons; researches reference queries; issues new cards; resolves issues related to fines, returned items, etc.
- Researches potential new items for the collection; compiles and submits book orders; completes item requests.
- Composes reports of location activities, revenues, operational statistics, etc.
- Trains staff and volunteers; submits assessments of performance.
- Performs routine shelf checks to ensure continuing physical maintenance and proper location of library materials.
- Liaison with building maintenance to ensure repair and maintenance of facilities.
- Uses computer programs to create and review statistical reports on circulation data, analyze information, develop conclusions, and determine methods to improve services.
- Stays abreast of trends and innovations in the fields of technology management and administration.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



LIBRARY BRANCH MANAGER

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED; AND four (4) years of public library operations experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Functions and responsibilities of other Library classifications.
- Principles and practices of library services, including patron service, cataloging, reference, technical services and collection development.
- Library reference sources and subject background for collection development and patron services.
- Automated library information systems and their use and operation.
- Principles and practices of library operation and administration.
- Policies and procedures related to accounting and funds management.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Maintaining accurate records and files.
- Preparing clear, accurate and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Instructing staff and the public in the use of automated library systems.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Promoting good customer service, including some public speaking involving tours and teaching library skills to small groups.
- Reading and explaining rules, policies and procedures.
- Dealing successfully with the public, in person and over the telephone.
- Using initiative and independent judgment within general policy guidelines.

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LIBRARY BRANCH MANAGER

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.