

Job Description

Title: **Branch Manager- El Paso Community Library**

Reports to: White County Regional Library Director

Effective Date: 2025

General Position Summary:

Manage a small library to meet the recreational and informational needs of the community. Responsible for efficient operation of the library as the only employee for this location. Provides input in development of library collection; maintains the library collection and provides assistance to patrons in accessing the wider selection of materials within Library System. Acts as liaison with the El Paso Parks and Playground Association and the White County Regional Library System Board.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

- Work at the circulation desk checking out materials.
- Assist patrons in the use of library collections and provide basic reference service.
- Select, train, schedule and supervise the work of library substitutes.
- Assure compliance with White County Regional Library System policy and procedure.
- Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems.
- Select library materials for purchase from system developed lists based on knowledge of community interests.
- Evaluate and maintain the collection.
- Catalog and process paperback books by creating the item record and adding protective tape and labeling as needed.
- Perform administrative record keeping and reporting, including financial and activity reports, and timesheets. Submit budget request on an annual basis.
- Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems to the proper contact of the El Paso Parks and Playground Association, owner of the building.
- Perform opening and closing duties. Maintain adequate supplies.
- Establish ongoing contacts with the El Paso Parks and Playground Association, WCPL Friends Foundation, local civic groups, community organizations, and other community groups.

Secondary Duties:

- Perform library shelf maintenance tasks such as shelving, weeding, etc. on a regular basis.
- Participate in system trainings and meetings.
- May participate in professional associations.
- Perform other related duties as assigned.

Communication:

Employees have frequent interaction with a broad range of people both in individual and group settings. Contacts may be within the library structure, with the general public, or with other county agencies, volunteers, or similar organizations. Contacts are either by phone or face to face. Communications frequently contain confidential/ sensitive information necessitating discretion. Occasional formal presentations to groups may be a part of job responsibilities.

Initiative:

Employees generally operate from established and well-known procedures under general supervision and are occasionally responsible for developing practices and procedures for a branch. Position is responsible for problem solving at the facility level. The job involves a moderate degree of complexity, with manager operating independently under minimal supervision. Work situations are recurring with occasional variations from the norm. Decisions are made within general organizational policy constraints and guidelines.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent is preferred.

On-the job training in library operations and computers systems within the Library.

Necessary Knowledge, Ability and Skills:

- Must have a love for serving the public and the broad demographic that includes. Must be able to connect/build easy rapport with all ages—from young children to elderly patrons.
- Considerable knowledge of Library policies and procedures.
- Working knowledge of library computer systems and applications including library automation software, Internet, on-line databases, Microsoft Office software, and e-mail.
- Working knowledge of cataloging procedures required for brief entries using Book Systems Atrium software.

Ability to:

- Cooperate effectively across a wide range of activities from routine to complex issues with system wide impact.
- Provide leadership to the local branch in developing and maintaining a positive, friendly, helpful and professional approach to the overall community as well as individual library patrons.
- Speak, read, write and understand the English language.
- Evaluate problems and find cost effective solutions.
- Follow specific procedures to ensure quality standards for brief cataloging.

PHYSICAL DEMANDS

The position requires constant use of visual senses. It also requires frequent sitting, standing, walking, bending, reaching, talking and hearing. Job is performed indoors in a library setting, and includes frequent work at a PC monitor and extensive close work. Extended periods of standing are occasionally required. There may be some exposure to angry or hostile individuals. While performing the duties of this job, the employee is frequently

required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The position is required to push and pull 100 pound carts and lift boxes weighing up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between Library and the employee, and is subject to change as the needs of Library and the requirements of the job change.

Approval: _____
Employee

Approval: _____
Library Director