

Job Description

Title: Janett and Larry Crain Memorial Library Branch Manager

Reports to: Library Director

Effective Date: 2024

General Position Summary:

Manages a mid-sized library to meet the informational, educational, and recreational needs of the community. Responsible for efficient operation of the branch library. Supervises library staff, volunteers, and substitutes. Provides input in development of library collection; maintains the library collection and provides assistance to patrons regarding wider selection of materials within Library. Acts as liaison with city personnel and local library boards.

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.

Select, train, schedule and supervise the work of library staff and/or substitutes and volunteers.

Assist patrons in the use of library collections and provide basic reference service.

Assure compliance with White County Regional Library System policy and procedures.

Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems.

Handle patron complaints or problems that cannot be solved by other personnel.

Prepare all board meeting materials including a quarterly Branch Manager's Report for the Janett and Larry Crain Memorial Library Board. Attend, record, and prepare minutes for these meetings.

Conduct performance evaluations of library staff; review with staff, clarify performance expectations, and initiate appropriate corrective action as required, including coaching and development.

Select library materials for purchase based on knowledge of community interests.

Evaluate and maintain the collection.

Work with other departments in the planning and coordination of library programs and services.

Monitor and manage the use of study rooms and meeting rooms.

Perform administrative record keeping and reporting, including financial and activity reports, and timesheets. Submit monthly reports to the City of Searcy.

Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems. Perform opening and closing duties. Maintain adequate supplies.

Establish and maintain ongoing contacts with the Library Boards, Friends of the Library, local civic groups, community organizations, and other community groups.

Secondary Duties:

Work at the circulation desks checking out materials, answering phones, filling in wherever needed based on circulation workflow.

Answer reference questions by phone or in person.

May participate in professional associations.

Promote library services to the community.

Perform other related duties as assigned by the Library Director.

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 agencies, volunteers, or similar organizations. Contacts are either by phone, online, or face to face. Communications frequently contain confidential/ sensitive information necessitating discretion. Occasional formal presentations to groups may be a part of job responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Prefer Master's Degree (M.A.) in Library Science (ALA accredited) or equivalent, or significant work toward that degree with intent to finish; or four-ten years related library experience and/or training; or equivalent combination of education and experience. Experience must include at least three years working in a supervisory role.

Necessary Knowledge, Ability and Skills:

Considerable knowledge of Library policies and procedures.

Working knowledge of library computer systems and applications, online databases, office software, and e-mail.

Working knowledge of the principles and practices of supervision.

Must have excellent written and oral communication skills.

Ability to:

Cooperate effectively across a wide range of activities from routine to complex issues with system wide impact.

Provide leadership in developing and maintaining a positive, helpful and professional approach to the overall community as well as individual library patrons.

Create, maintain and participate in a team-oriented approach to managing the library branch and relating to relevant staff throughout the Library.

Evaluate problems and find cost effective solutions.

Skill in:

Assessing situations/problems and logically finding solutions.

The use of computer software and hardware.

Listening to, understanding and interpreting information received from employees and patrons.

Managing time to maximize productivity.

Effectively communicating information regarding Library to the community and patrons.

SPECIAL REQUIREMENTS

Valid State driver's license.

PHYSICAL DEMANDS

The position requires constant use of visual senses. It also requires frequent sitting, standing, walking, bending, reaching, talking and hearing.

WORK ENVIRONMENT

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 employee must occasionally lift and/or move up to 50 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: _____
Library Director

Approval: _____