

LIBRARY BRANCH MANAGER I

GRADE 34

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult technical and responsible administrative work overseeing activities in a small branch library; does related work as required. Work is performed under regular supervision. Supervision is exercised over branch library personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising a branch library; administering branch library policies; handling reference questions; maintaining collection; assisting patrons; maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; prepares monthly schedules; writes ads for vacant positions; rates and ranks job applications; interviews candidates for open positions; hires and dismisses staff; trains staff; checks time sheets for accuracy; prepares leave sheets; interviews, selects and supervises volunteers.
- Prepares and presents monthly staff meetings; keeps staff informed of personnel issues; attends meetings; works on committees to plan and improve service.
- Maintains revenue records for the branch; prepares deposits and revenue reports; manages branch budget and prepares budget reports; prepares yearly budget projections; keeps work load indicators.
- Collects statistics; prepares statistical and other reports.
- Manages children's and adult collections; checks in new books; repairs and re-labels books; weeds collection, recommending additions and deletions.
- Plans, implements and presents children's and adult programs; administers summer reading program; provides story times for visiting groups.
- Administers, recommends and changes branch library policies; establishes procedures for branch.
- Handles reference requests from children and adults; provides reader's advisory for patrons; uses Internet and other data bases; provides instruction in use of online catalog, Internet, and use of Infotrac; assists patrons in requesting materials from other libraries; processes interlibrary loan requests.
- Promotes the library; designs and prepares displays of library materials; participates in outreach to schools and community organizations; cooperates and coordinates with other County agencies.
- Oversees operation of circulation desk; prepares bibliographies; sorts donations of books; manages deposit collection; performs retrospective collection development; proctors exams.
- Oversees maintenance and groundskeeping activities.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of reader interest levels; thorough knowledge of library reference, adult services and children's services; thorough knowledge of library system computer applications; thorough knowledge of library reference materials and research techniques; ability to maintain accurate records and statistics and complete accurate reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's in library science is preferred, as well as considerable experience in a public library.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.