

**Carbon County Library System
Job Description**

Position Title: Branch Manager
Position Hours: Part-Time
FLSA Status: Non-Exempt
Department: Branches
Reports To: Executive Director
Supervises: Library Assistants, Substitutes, others as assigned

SUMMARY

Para-professional, supervisory and administrative work directing the day-to-day operation of a library branch. Duties include staff scheduling, staff supervision and training. Work also includes developing and implementing programs, services and special events to promote use of the library, and related work as required.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. CIRCULATION & INFORMATION DUTIES

- a. Performs customer transactions including but not limited to: check-outs, discharges, renewals, holds and Inter-Library-Loans using the automated library system; as well as new card registrations and routing of on-shelf items as needed.
- b. Provides reference assistance in person, over the phone, or electronically by researching and assisting customers in the use of the online catalog, reference materials, internet, databases, etc; in a timely manner.
- c. Correctly shelves library materials using the assigned classification systems, and maintains library collection as per library procedures.
- d. Conducts financial transactions at the circulation desk (fines, sales, donations, replacement costs, etc.) and keeps appropriate records.
- e. Assists customers in the use of printers, copiers, fax machine; and assists with basic computer usage.
- f. Assists customers with accessing digital catalog and digital library materials.
- g. Manages meeting room reservations, collects appropriate fees, and keeps records as needed.
- h. Provides and maintains a high customer service standard, greets customers and provides community information as required, in a timely manner.
- i. Promotes library events and programs within the system and state.

2. GENERAL DUTIES

- a. Manages, supervises and participates in all daily service and support operations within a library branch.
- b. Performs opening and closing duties including locking/unlocking building doors, turning equipment on/off, handling daily cash drawer, emptying book drop. Manages, supervises and participates in all daily service and support operations within a library branch.
- c. Performs general housekeeping tasks such as dusting, sweeping, vacuuming, etc. as needed to maintain a tidy workspace and welcoming environment.

3. ALL STAFF DUTIES

- a. Maintains professionalism and high customer service by exercising tact, diplomacy, and courtesy at all times, and by observing customer confidentiality.
- b. Committed to carrying out current policies, procedures, and directives.
- c. Maintains open and professional communication with all library system staff members and Executive Director. Communicates work progress, problems, and issues as appropriate, following established channels of communication.
- d. Works with other members of the staff in a cooperative and cordial manner.
- e. Follows directions and works without close supervision.
- f. Willingness to work flexible schedule and to provide back-up coverage as needed.
- g. Attends mandatory all-staff meetings.
- h. Seeks out educational opportunities and attends training as approved.
- i. Recognizes that positive organizational change is essential to a healthy library system.
- j. Performs other duties as assigned.

4. SUPERVISOR DUTIES

- a. Manages branch operations, resolving problems as they occur, ensuring adherence to CCLS policies and procedures.
- b. Supervises Library Assistant I & II, Substitutes and Volunteers.
- c. Assists Executive Director in selecting, training and evaluating branch staff.
- d. Schedules work hours for staff in a timely and fair manner to ensure adequate coverage.
- e. Regularly trains and evaluates staff on library circulation duties to ensure appropriate skill and knowledge of the library system policies and procedures.
- f. Develops goals, plans, programs, and services for a branch library as assigned.

- g. Monitors maintenance of the building and assumes responsibility for reporting on general condition of the building and repairs needed to the Executive Director.
 - h. Performs simple maintenance issues as needed or asks for assistance.
 - i. Maintains inventory of supplies and prepares a supply request.
 - j. Communicates with Executive Director, Management staff and Branch Managers regarding circulation issues, policies, and procedures.
 - k. Prepares reports and statistics for the branch according to the library system's policies and procedures.
 - l. Performs deselection of library materials as assigned by the Acquisitions and Resources Manager.
 - m. Assists with proctoring distance student testing services as needed.
 - n. Assembles and arranges displays of books and other library materials.
 - o. Performs Inter-Library Loan duties using the automated library system and VDX according to WYLD consortium policies and guidelines.
5. PROGRAMMING DUTIES
- a. Collaborates with the Programming Manager to plan and implement programs that provide cultural, recreational or educational information for children, teens, and adults.
 - b. Participates in county-wide programs, special library programs and activities, as required by library system policies and procedures.
 - c. Supervises library programs to ensure library system policies and procedures are adhered to.
 - d. Performs public relations activities in the community and acts as a liaison to the local Library Friends group.

MINIMUM REQUIREMENTS

- a. Associate degree or equivalent.
- b. Proficient computer skills.
- c. Excellent customer service skills.

PREFERRED QUALIFICATIONS

- a. Bachelor's degree.
- b. Previous library experience.
- c. At least one year of experience working with the public.

PHYSICAL EFFORT AND WORKING ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl and reach with hands and arms. The employee is frequently required to talk and hear.

The employee is required to sit; use hands to finger, handle, or feel.

The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.

Flexible schedule (evening and day shifts) is necessary.

NONCONTRACTUAL

Nothing in this position description should be construed as an employment contract. The Carbon County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.