

Branch Manager (Part-Time)

Job Description

Position Summary:

The **Branch Manager** oversees the daily operations of a public library branch, ensuring exceptional customer service, effective management of staff and resources, and the smooth delivery of library services. This leadership role is responsible for supervising staff, maintaining the facility, supporting programs, and fostering a welcoming, inclusive environment for all patrons. The Branch Manager plays a critical part in connecting the community to library resources and services while promoting a culture of learning, literacy, and access. The duties for this position include, but are not limited to:

Essential Duties and Responsibilities:

Branch Management & Public Service

- Supervise and support branch staff to ensure efficient operations and excellent customer service.
- Oversee staff scheduling, task delegation, and workflow coordination.
- Monitor branch activity and address patron needs or concerns professionally.
- Maintain a safe, clean, and welcoming environment for patrons and staff.
- Ensure adherence to library policies, procedures, and service standards.
- Complete day-to-day tasks such as circulation, shelving, and basic tech troubleshooting.

Programming Support

- Assist the Outreach Coordinator with logistics, supplies, setup, and takedown for programs held at the branch.
- Collaborate with other library staff to share ideas and maintain consistency in service offerings.

Facility & Collection Oversight

- Monitor the condition of the building and report maintenance needs to administration.
- Maintain orderly shelving and collections; oversee shelf reading and material displays.
- Participate in branch-level collection development and inventory tasks.

- Ensure proper handling of materials, including damaged or missing items.

Administrative Coordination

- Serve as the primary point of contact for the branch, communicating regularly with library administration.
- Prepare reports or documentation related to branch activity, programming, or circulation.
- Support implementation of systemwide initiatives and policies at the branch level.
- Assist in training new or part-time staff members when needed.

Minimum Qualifications:

- High school diploma or equivalent required; college coursework or degree preferred.
- Valid driver's license and reliable transportation.
- Must pass a background check.
- Supervisory experience or experience in libraries, education, or customer service preferred.

Required Knowledge, Skills, and Abilities:

- Strong leadership, communication, and organizational skills.
- Ability to manage time effectively and prioritize tasks.
- Strong customer service skills with the ability to resolve issues diplomatically.
- Competence with Microsoft Office and library software systems.
- Willingness to learn and adapt to changing technologies and library services.
- Ability to work both independently and as part of a team.

Work Environment & Expectations:

- Part-time position.
- May include occasional evening or weekend hours based on programming and branch needs.
- Light physical tasks including lifting up to 25 lbs., moving chairs or tables for events.
- Occasional travel to meetings or training may be required.