

Job Title: Branch Manager

Department: Osage County Library

Reports to: Library Director

Salary Grade: 10

JOB DESCRIPTION

Summary/Objective

This position has primary responsibility for the daily operations of the Osage County Library Branch.

Essential Duties and Responsibilities

1. Responsible for the day-to-day supervision of the Osage County Branch functions including work schedules and desk hours.
2. Participates in interviewing, hiring and evaluation of the Branch's staff; responsible for staff training, implementation of policies and procedures, and assignment of work tasks.
3. Evaluates the Branch's collection for ordering, weeding, and maintenance utilizing input from the Collection Development Manager.
4. Holds meetings with Branch staff as needed.
5. Provides circulation and reference services to the public.
6. Monitors and maintains the library computer systems with the assistance of the Information Technology staff.
7. Collaborate with schools and various agencies of Osage County to provide information about the Branch and its programs and services.
8. Coordinates publicity and printed information needs with the Marketing Department.
9. Responds to routine patron problems and complaints and serves as liaison to the Library Director.
10. Oversees collection of fines and resolves problems associated with them.
11. Compiles and reports Branch statistics as requested and prepares monthly Board reports.
12. Recruits and oversees the activities of library volunteers.
13. Responsible for Branch programming events including summer reading and story hours. Schedules, implements and staffs additional public programs for Osage County.
14. Tracks budgeted Branch programming funds.
15. Monitors the physical needs of the library building such as lights, fixtures, janitorial services with the assistance of the Maintenance Manager, Assistant Director of Facilities and/or outside service providers.
16. Attends monthly management team meetings, committee meetings, and Osage County Board meetings as scheduled.
17. Serves as liaison to Friends of Osage County Library.
18. Oversees Osage County Library Gallery, obtaining artwork and displays of artwork, in various exhibits throughout the year.
19. Performs other duties as assigned.

Knowledge, Skills and Abilities

1. Ability to:
 - a. Utilize good organization, communication and customer service skills
 - b. Communicate clearly and effectively
 - c. Write clearly and effectively
 - d. Work cooperatively with public and library staff.
 - e. Adapt to changing and evolving Library procedures, priorities and information technologies
 - f. Work independently and be self-directed
2. Proficient in computer and Internet use.
3. Must demonstrate professional attitude and ability and managerial skills.

Supervisory Responsibility

Selects, trains, schedules and evaluates staff.

Work Environment

This job operates in a professional office environment. Will work behind counters, with computers and patrons, at public service desks. This role routinely uses standard office equipment such as computers, cash register, phones, printers, photocopiers, calculator, etc.

Physical Demands

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 accommodation may be made to enable individuals with disabilities to perform the essential duties of this job.

- Sitting, standing, walking, climbing and stooping.
- Bending/twisting and reaching.
- Lifting and carrying, 25 pounds or less.

Position Type/Expected Hours of Work

Generally 8 a.m. – 5 p.m., Monday- Friday, with some evening hours and weekends as needed.

Education/Experience

1. MLS or MLIS from ALA accredited institution preferred.
2. Two years library experience required.
3. One year supervisory experience preferred.
4. A combination of education and experience from which comparable knowledge and ability can be substituted for education and experience requirements.

Additional Eligibility Qualifications

High degree of customer services skills to work with patrons of all ages and Library staff.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.

Signatures

This job description has been approved.

Manager

Human Resources Officer

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.

Employee Name

Date

Employee Signature