

Branch Manager

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work overseeing and organizing activities and programs in a branch library, and related work as apparent or assigned. Work is performed under the limited supervision of the Operations Manager and other members of Library Administration as appropriate. Full supervision is exercised over all branch personnel. Active participation in the implementation of the library's Long-Range Plan is expected of all employees of Blackwater Regional Library as it relates to their job descriptions. Employees are expected to set and accomplish goals for job performance annually as part of the Long-Range Plan.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Manages the daily operations of the library to which assigned; supervises and trains employees; handles staffing emergencies; oversees branch expenditures

Opens and closes library during normal hours; determines when to contact Admin regarding closing the library due to inclement weather

Assesses community needs for library services by communicating with local agencies, schools and patrons; works in collaboration with library administration to develop and implement services to meet those needs

Interviews and recommends hiring, promotions, disciplinary actions and dismissals; assigns staff responsibilities, trains and schedules staff; maintains staff records; evaluates the performance of assigned personnel

Reviews and submits timesheets for branch staff

Handles collection development and collection maintenance including acquisitions and material deletion

Represents the library at locality leadership meetings and meetings of other organizations

Serves as liaison to local Friends group and as Library's representative in the community

Prepares reports regarding library statistics, money, Long Range Plan, and budget requests

Handles branch publicity; maintains contact with local newspapers; creates and distributes flyers and makes school visits; prepares news releases and public service announcements

Attends Branch Manager Meetings, workshops and other meetings pertaining to library operations and services

Maintains library equipment and building; contacts proper individuals for emergency maintenance

Receives and responds to inquiries and complaints from patrons; handles difficult situations

Provides readers' advisory

Researches and supplies genealogical and other reference information to patrons and others

Organizes and participates in fundraising activities with local businesses and Friends Group;

Plans in conjunction with admin for the automation needs of the branch

Writes grants for funding special programs and activities

Plans and/or oversees branch programs including Summer Reading Program, After School Programs, seasonal programs and special events, and teen and adult programs

Plans and/or oversees outreach program; ensures visits are made to local schools; story hours are presented to community groups

Purchases items needed for programs

Assists patrons at circulation desk, via email and telephone; checks books and other materials in and out, collects fines and fees; makes copies; issues library cards; assists in locating materials; accepts and fills patron requests for materials

Ensures branch participation in system-wide library promotions and programs

Participates in professional library associations

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

Branch Manager

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 services, adult services and children's services; thorough knowledge of library system computer applications; thorough knowledge of library reference materials and research techniques; skill in the use of library equipment; ability to maintain accurate records and statistics to complete reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Master's degree from an ALA (American Library Association) accredited library school preferred; or any equivalent combination of professional library experience and training which provides the required knowledge, skills and abilities; supervisory experience required.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia