

POSITION DESCRIPTION

PORTAGE COUNTY DISTRICT LIBRARY

An Equal Opportunity Employer

Job Title: **BRANCH MANAGER - Library Manager**

Department: Branch Services

Pay Scale: Library Manager

Hourly [] Salary [X]

Non-Exempt [X] Exempt []

Admin.[] Prof. [X] Exec.[]

Immediate Supervisor: Director

Positions Supervised: Youth Services Librarian, Reference Librarian, Circulation Coordinator, Circulation Clerk, Page

JOB PURPOSE:

To assist patrons by directing the operation of a branch library, implementing services and programs.

QUALIFICATIONS:

Masters of Library Science Degree or within six months of obtaining the degree and applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library goals and objectives; library science and technology, public relations; management and supervision techniques; budgeting; operation of automated library equipment; computer operations and functions including data processing techniques. Ability to define problems, collect data, establish facts and draw valid conclusions (e.g. research procedure, policy development and interpretation); plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; establish cooperative work environment at both branch and interdepartmental levels; develop good rapport with library patrons.

SPECIAL QUALIFICATIONS:

Valid Ohio Driver's license or ability to obtain a license. Ability to work varied hours as needed which may include evenings and weekends.

Date Prepared: January 23, 1992

Date Approved:

Revision Date: 1997, 2003, 2005, 2007, 12/15/2016

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BRANCH MANAGER
PORTAGE COUNTY DISTRICT LIBRARY

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification).

ADMINISTRATIVE DUTIES

- *Implements library policies and procedures
- *Prepares monthly report for the Board of Trustees
- *Oversees collecting and reporting of library statistics
- *Prepares reports as requested
- Writes grants and assists in their preparation
- Works jointly with branch and administration managers in achieving objectives of Portage County District Library's mission

SUPERVISORY DUTIES

- *Schedules and assigns work to employees
- *Interviews pre-screened candidates for positions; recommends hiring
- *Evaluates and disciplines employees
- *Responds to employee complaints
- *Monitors the work of employees and ensures compliance with policies and procedures
- *Approves paid leaves
- *Monitors employee attendance and work records
- *Oversees the daily operation of the library

COLLECTION MANAGEMENT DUTIES

- *Maintains knowledge of available materials and patron reading preferences
- Conducts inventory of materials, as required
- Evaluates materials for age and condition and determines if updating, repair or withdrawing is appropriate

REFERENCE DUTIES

- *Performs in-depth reference service
- *Instruct patrons in use of library computers
- Conducts inventory of reference department

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COMMUNITY RELATIONS DUTIES

- *Represents the library to community groups, governmental units, and Friends of the Library;
Develops a cooperative working relationship with area schools;
- *Serves on boards and committees, as requested;
- *Conducts programs such as book reviews and information sessions with the community.

CIRCULATION DUTIES

- Checks library material out to patrons on automated system;
- Checks library material in on automated system;
- Responds to patron questions about library materials and services;
- Answers telephones;
- Directs patrons to appropriate area of the library;
- Issues library cards;
- Places patron holds on material;
- Instruct patrons on use of library computer;
- Distributes Golden Buckeye applications and voter registration materials;
- Collects patron fines.

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- Maintains records;
- Attends staff meetings, workshops, in-service training, and serves on committees, as requested;
- Shelves library materials and reads shelves as requested;
- Performs additional duties as assigned.

*Denotes essential function of the job.

Employee Signature: _____

Date: _____

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