

BRANCH MANAGER

(Range 129)

DEFINITION

Performs professional administrative and supervisory work in promoting the growth and development of and in the planning, coordination, and operation of a library branch.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Regional Branch Services Director and/or the Public Services Director.

Exercises general supervision over Library Branch Department Heads and other assigned staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Ensures the efficient operation and overall physical integrity of a library branch.
2. Stays abreast of new trends and innovations in the field of public library administration and services.
3. Collects data, prepares planning documents, and develops goals and objectives for a library branch.
4. Reviews the department goals and objectives submitted by the Department Heads of a library branch.
5. Resolves a wide range of routine and non-routine personnel issues and difficult situations.
6. Exercises decision-making skills in library branch coordination and direction, staff issues, collection development, weeding, patron issues, and budget evaluation.
7. Participates on interview panels and selects staff for assigned library branch.
8. Prepares, submits, and/or summarizes various routine and non-routine reports.
9. Submits recommendations concerning coordination of library branch to administrative management services.
10. Reviews and approves recommendations received from Assistant Branch Manager and library branch Department Heads concerning coordination of support services.
11. Assists subordinate staff in the planning, coordinating, and organizing of specific functional, programmatic, and physical aspects of library services and facilities.
12. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
13. Directs and prioritizes the work of subordinate staff.

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14. Interprets, develops, and implements Library District and branch policies and procedures.
15. Interacts extensively in person, over the telephone, and via e-mail, with patrons, district-wide staff and management, outside agencies, vendors, and other libraries.
16. Maintains communication with the local community and conducts public outreach programs to increase public awareness and support of library programs and services.
17. Provides advice and consultation to Library District staff and management, Board of Trustees, patrons, and others concerning various policies and long-range planning of the assigned library branch.
18. Conducts reference interviews with patrons to address research needs.
19. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
20. Prepares, submits, and maintains a library branch budget and adheres to established Library District objectives in such.
21. Develops new funding sources and supervises grant writing.
22. Oversees technical training and support for automated library systems within the library branch.
23. Delivers paperwork and other materials to district-wide departments and libraries.
24. Operates library and general office equipment including but not limited to: copy machine, telephone, and facsimile machine.
25. Maintains a safe environment for both patrons and staff.
26. Attends or conducts department, branch, and other miscellaneous meetings at meeting sites throughout the district.

Marginal Functions:

1. Assists in cataloging and acquisitions.
2. Conducts database searches both on-line and in-house.
3. Participates in committee work and chairs committees when needed.
4. Ensures completion of and submits employee leave request forms.
5. Attends and participates in professional associations meetings and seminars.
6. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of professional public library principles, practices, and techniques.

Knowledge of current trends and developments in the field of public library administration.

Knowledge of adult and children's literature.

Knowledge of the sources and availability of current information.

Knowledge of research techniques.

Knowledge of effective supervisory techniques and practices.

Knowledge of basic accounting principles and procedures.

Knowledge of the principles of budget development, administration, and control.

Knowledge of the Library of Congress Classification System.

Knowledge of Library District, branch, and support department=s policies and procedures.

Knowledge of Library District terminology and functions.

Knowledge of pertinent Federal, State, and Local laws, regulations, and ordinances.

Knowledge of correct English usage, spelling, punctuation, and grammar.

Knowledge of automated systems used in libraries including on-line tools and resources, the Internet, and computerized catalogs.

Ability to establish and maintain effective working relationships with those contacted during the course of work.

Ability to plan, organize, and prioritize projects and work assignments for efficient results.

Ability to exercise good judgment and make sound decisions.

Ability to work under pressure and meet deadlines.

Ability to supervise and direct the work of subordinate staff.

Ability to work independently and as part of a team.

Ability to interpret and explain Library District, branch, and department policies and procedures.

Ability to accept and manage change and maintain flexibility.

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Ability to exercise initiative, independent judgment, and discretion.

Ability to perform multiple tasks concurrently.

Ability to work quickly and accurately.

Ability to prepare clear and concise reports.

Ability to understand and follow oral and written instructions.

Ability to communicate with and elicit information from difficult, upset, and irate individuals.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to plan, organize, and conduct meetings at the assigned library branch and off-site locations.

Ability to maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.

Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- walking, sitting, or standing for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

Ability to maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skill in the use of automated library information systems equipment.

Skill in the use of personal computers and associated software.

Skill in the use of library and general office equipment.

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QUALIFICATIONS

A. Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required; three (3) years of increasingly responsible experience as a professional librarian required, including demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, patrons, vendors, District-wide staff and management; and successful implementation of outreach efforts with community organizations, agencies, and others required.

B. Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

D. License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

JOB CODE: 1010

**FLSA: EXEMPT
CBA: MANAGER**

**DEVELOPED: JULY 1, 1995
REVISED: APRIL 24, 1998
JUNE 4, 1998
FEBRUARY 21, 2001
APRIL 30, 2001
JUNE 20, 2001
APRIL 9, 2003**