

OUTLYING BRANCH DEPARTMENT HEAD

(Range 121)

DEFINITION

Performs a variety of professional and supervisory work in the planning, coordination and operation of an Outlying Branch Library.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Branch Manager.

Exercises direct supervision over the Reference and Reader Services Department staff.

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

Essential Functions:

1. Assists the Branch Manager in all facets of administration and supervision of an Outlying Branch Library.
2. Directs and prioritizes the work of subordinate staff in the absence of or assigned by the Branch Manager.
3. Exercises decision-making skills in an Outlying Branch Library operation, collection management, and patron and staff issues.
4. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, recommending discipline, and completing performance evaluations.
5. Directs subordinate staff in organizing specific aspects of the Outlying Branch Library services.
6. Directs and oversees the operation of the Reference/Reader Services Department.
7. Prepares reports regarding statistics, acquisitions, and inventories.
8. Assist in preparing, submitting, and maintaining outlying branch material budget and follows established Library District objectives in such.
9. Performs professional library activities in the collection development for adult material.
10. Performs public services over the telephone and in-person to both patrons and staff.
11. Interprets, develops, and implements Library District policies and procedures.
12. Interacts extensively over the telephone, and in person with patrons, district-wide staff and management, outside agencies, vendors, and other libraries.
13. Assists patrons in the use of library circulating collections and materials using the Library of Congress Classification System.
14. Conducts database searches both on-line and in-house.

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15. Assists patrons in the use of automated library systems, various indexes, non-book materials, and equipment.
16. Oversees computer equipment and software.
17. Operates library and office equipment including, but not limited to: copy machine, telephone, and facsimile machine.
18. Maintains a safe environment for both staff and patrons.
19. Attends or conducts miscellaneous meetings and training sessions at district-wide meeting sites.
20. Utilizes personal computers, automated library systems, the Internet, and other tools and resources.

Marginal Functions:

1. Attends and participates in professional association meetings and seminars.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Professional public library principles, practices, and techniques.
2. Library of Congress Classification System.
3. Current trends and developments in the field of library science.
4. Research techniques.
5. Sources and availability of current information.
6. Effective supervisory techniques and practices.
7. Basic accounting principles and procedures.
8. Library District, and Branch policies and procedures.
9. Library District terminology and functions.
10. Correct English usage, spelling, punctuation, and grammar.
11. Automated systems used in libraries, on-line tools and resources, the Internet, and computerized catalogs.

Ability to:

1. Supervise and direct the work of subordinate staff.

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2. Exercise good judgment and make sound decisions.
3. Maintain effective working relationships with those contacted during the course of work.
4. Plan, organize and prioritize projects and work assignments for efficient results.
5. Work under pressure and meet deadlines.
6. Work both independently and as part of a team.
7. Accept and manage change and maintain flexibility.
8. Understand and follow oral and written instructions.
9. Communicate clearly and concisely, both orally and in writing.
10. Communicate with and elicit information from children of all ages.
11. Communicate with and elicit information from difficult, upset, and irate patrons.
12. Maintain the mental capacity for effective interaction and communication with others.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of automated library systems.
2. Use of personal computers and associated software.
3. Use of library and general office equipment.

QUALIFICATIONS

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Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required; one (1) years of experience as a professional librarian required; 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 and patrons, vendors, District-wide staff and management required.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking; frequent lifting of objects of light weight (5 - 10 pounds); occasional lifting 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, color perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA:	EXEMPT
CBA:	SUPERVISOR I
DEVELOPED:	OCTOBER 2, 1998
REVISED:	APRIL 12, 2000 MARCH 15, 2001 MAY 5, 2003