

BRANCH MANGER (CLEAR SPRING)

GENERAL RESPONSIBILITIES

The Branch manager is responsible for the daily operations at the Branch including supervising, training, and scheduling staff, providing information and services, and modeling customer service. The Branch Manager serves as a liaison between the Head of County Services and their Branch community by reaching out to area organizations and promoting the library and its services.

ESSENTIAL TASKS

(The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of position)

- Supervises the branch daily operations
- Creates schedules that are daily, weekly, monthly and special event to ensure that the branch is adequately staffed.
- Manage the branch budget
- Assist in hiring, training new hires on duties at the circulation desk and customer service policy.
- Supervises the circulation of library materials; new patron registration, reserving books, processing over-dues. Checking in /out of library materials, and shelving.
- Oversee patron usage computer usage
- Ability to lead branch toward vision, mission and goals.
- Provide directional and procedural assistance.
- Provide reference assistance when necessary
- Collection management
- Attend meetings
- Address and report facilities and IT issues in a timely fashion.
- Maintains an attractive branch collection, displays and building appearance
- Plan and implement programs for children, YA and Adults
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to communicate well, both orally and in writing, with patrons and library staff. Able to take initiative and think independently to quickly resolve problems. Computer skills are a necessity. Able to troubleshoot basic problems encountered by patrons and operate office equipment. Able to establish and maintain meaningful community partnerships for the library in a positive manner.

EDUCATION AND EXPERIENCE

Bachelor Degree: Public library experience preferred

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to, a personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending/stooping, kneeling, crawling, reaching, and

handling, pushing, and pulling. Pushing and pulling: object weighing 60-80 pounds, on wheels.
Ability to lift up to 40 pounds.

SPECIAL REQUIREMENT

Possession of a valid driver's license.

Non-exempt

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Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.