

POSITION: *Branch Manager*

Responsible for planning, supervision and operation of Branch. Promotes achievement of BCPL's long-range plan.

Qualifications, Required Knowledge, Skills, and Abilities:

- MLS from an ALA accredited library school preferred; or equivalent customer service/management training and/or experience
- Ability to adjust to changing situations
- Ability to use a well-ordered approach to solving problems; and uses sound judgment in making decisions despite obstacles or resistance
- Ability to communicate effectively and concisely, orally and in writing
- Ability to work collaboratively with others to achieve organizational goals and objectives
- Possession of advanced computer skills (internet searching, online catalog searching, word processing, spreadsheets, desktop publishing and PowerPoint)
- Ability to demonstrate ethical behavior as a Library representative
- Ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring, and empowering teams of people to achieve strategic objectives
- Ability to attract, retain, and motivate staff to work towards shared objectives; coach, direct and supervise employees in the most effective manner; and manage the performance of staff in order to achieve the goals of the branch library
- Ability to anticipate and predict internal changes, trends, and influences in order to effectively allocate resources and implement appropriate library initiatives
- Ability to consistently focus on minimizing expenses while maximizing results
- Ability to support the Library's mission, vision, culture and structure
- Ability to interpret community interest and needs and maintain their confidence
- Expertise in a library specialty (variable with needs of the system)
- Sufficient mobility and dexterity to perform essential duties of the position:
 - move around branch when providing public service
 - adequate strength to straighten and rearrange furniture and put away library materials
- Have or obtain valid driver's license; have reliable transportation to agencies within and outside of system

THE BROWN COUNTY PUBLIC LIBRARY

Responsibilities/Duties:

- Schedules, supervises, trains, evaluates and keeps staff records for all personnel in assigned branch
- Implements, supports and enforces all library policies and procedures at assigned branch
- Develops and maintains a collection which meets the needs of the service area
- Responsible for administrative reports and budget requests for branch
- Keeps informed of current trends/issues in librarianship; participates in professional and community organization activities
- Serves as communication liaison between branch staff and administration
- Assures accessibility and attractiveness of branch facilities
- Responsible for specialty programs and outreach activities in assigned branch and service area
- Provides direct patron assistance (reference, reader's advisory, circulation)
- May be asked to supervise in absence of Executive Director and Assistant Director
- Performs duties in a courteous, pleasant and efficient manner

Supervision exercised: all staff in assigned branch

Supervision received: Executive Director

Schedule: Exempt employee; duties may exceed 40 hours per week. Includes evening and weekend hours.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PEOPLE ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES AND DUTIES REQUIRED OF PERSONNEL AS CLASSIFIED.