

## **BRANCH MANAGER**

### **FUNCTION:**

Is responsible for opening and closing the library at designated hours, for assisting the public in locating library materials, for enforcing library policies and for maintaining records and statistics. Reports to the Director and to the Office Manager in Director's absence.

### **RESPONSIBILITIES:**

- ❖ Implement and enforce policies approved by the Library Board
- ❖ Maintain necessary records, files and statistics
- ❖ Utilize resources in the branch to answer patron requests or obtain needed resources from other locations within the PAC2 Consortium
- ❖ Responsible for the overall appearance of the branch library inside and out

### **DUTIES:**

- ❖ Check in and out materials
- ❖ Issue library cards, verifying patron information
- ❖ Maintain up-to-date patron information
- ❖ Compile daily and monthly circulation statistics to Cataloging Supervisor
- ❖ Reserve materials and notify patrons when materials become available
- ❖ Process Interlibrary loan requests
- ❖ Shelve and shelf read keeping them orderly and shifting when crowded
- ❖ File correspondence and other important information
- ❖ Collect fees and fines for damaged and overdue materials
- ❖ Process overdue materials for patron notification
- ❖ Inventory materials as required
- ❖ Weeding of materials
- ❖ Process magazines
- ❖ Submit a monthly book order request
- ❖ Clean and mend materials as necessary
- ❖ Attend Staff Meetings monthly
- ❖ Attend Management Team Meetings
- ❖ Assist public with Internet
- ❖ Maintaining library cleanliness and organization
- ❖ Other duties as assigned

### **MINIMUM ACCEPTABLE QUALIFICATIONS:**

- ❖ High school diploma, equivalent, or greater
- ❖ Accuracy and attention to detail
- ❖ Good oral and written communication skills
- ❖ Dependability and promptness

- ❖ Proficient computer skills
- ❖ Ability to drive and have access to vehicle

**PERFORMANCE REQUIREMENT:**

- ❖ Attitude: professional conduct, embraces and supports change, creative, enthusiastic, and positive with coworkers and the general public
- ❖ Initiative: self-starter, seeks opportunities, uses good judgement, takes intelligent risks
- ❖ Accountability: owns responsibilities, avoids excuses
- ❖ Service: models excellent patron interaction, collaborative within and outside of the library
- ❖ Skills: standard library and computer technology, organizational planning and reader's advisory

**PHYSICAL REQUIREMENT:**

- ❖ Physically able to lift and carry boxes of books and ability to bend and reach items above or below
- ❖ Ability to stand for long periods of time

**WORKING CONDITIONS:**

- ❖ Flexible schedule, including nights and weekends

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