

Position Title **Branch Manager**

Accountable To Operations Manager

Supervises Branch Assistants, Substitutes, Volunteers

Hours & Benefits Hourly; part-time; weekly hours depend on the open hours at the branch for which the employee is hired. Benefits dependent on the number of regular weekly hours worked; vacation and sick leave. Subject to successful completion of 90-day probationary period.

Status Non-exempt

Major Functions Under the direction and review of the Operations Manager is responsible for the management of branch operations and staff. Maintains communication with district staff and fellow Branch Managers.

Essential Responsibilities

- Maintains a positive, courteous and friendly attitude towards all patrons and colleagues.
- Safeguards confidentiality in the workplace for library patrons and staff.
- Understands and follows all policies and procedures of the district.
- Uses the district's automated circulation system accurately and efficiently.
- Enters and maintains accurate patron records in the district's automated system.
- Processes patron requests, places holds and completes VALNet and non-consortium interlibrary loans.
- Trains, supervises and evaluates Branch Assistants and Substitutes.
- Recruits library volunteers and utilizes their skills wherever practical.
- Performs basic troubleshooting and regular maintenance for district equipment and software.
- Assists patrons with library resources, answers reference questions and provides reader's advisory.
- Keeps relevant district staff informed of concerns that may arise at the branch level.
- Maintains an efficient, consistent and organized workflow, prioritizing tasks and completing them in a timely manner.
- Maintains branch calendar, reviews and submits branch staff timesheets, prepares and provides calendar and monthly reports to the Operations Manager and Director in a timely fashion.
- Maintains a clean and orderly workplace and works to make the library attractive and pleasant environment for patrons.
- Works collaboratively to develop and implement library programs for all age groups.
- Maintains knowledge of current library trends and develops services that reflect the needs of the community.
- Stays abreast of current publishing trends and requests titles that match patron interests.
- Serves as district liaison to local Friends groups, community organizations and city government.

Additional Responsibilities

- Attends district board, VALNet, ILA and training meetings as requested by the Operations Manager and Director.
- Performs other duties as assigned.

Abilities, Skills and Knowledge

- Familiar with management practices and has some supervisory experience.
- Possesses excellent communication and customer service skills.
- Ability to use a broad array of up-to-date computer programs.
- Familiar with the district's automated library system.
- Ability to work independently, with attention to detail and accuracy.

Experience and Training (Minimum)

- High school diploma or equivalent required.
- Previous library experience desirable.

Experience and Training (Preferred)

- College level course work. Degree from an accredited college in education or related field considered a plus.
- Experience with computer software applications, hardware and equipment trouble-shooting, and computer skills instruction.
- Knowledge of library materials, methods, and practices.
- Experience in library programming for all age groups.
- Experience with the VALNet consortium.

Working Conditions

- Physical activities of this position include sitting and standing for extended periods, reaching overhead, bending at the waist, moderate lifting up to 35 pounds.
- Competency in reading, writing and speaking English required.
- Vision must be adequate enough to read spine labels on top and bottom shelves and computer screens.

Adopted by the Prairie-River Library District Board of Trustees November, 2004. Last reviewed and updated November, 2018.
