



PRAIRIE RIVER
LIBRARY DISTRICT

Branch Manager – Prairie River Library District

<i>Job Title</i>	Branch Manager, Kooskia Community Library
<i>Location</i>	Kooskia, ID
<i>Accountable To</i>	Director
<i>Supervises</i>	Volunteers, Interns, Branch Assistants
<i>Hours & Benefits</i>	34 hours per week; PERSI retirement benefits; vacation and sick leave, health benefits.
<i>Status</i>	Non-exempt

Branch Libraries throughout Prairie River Library District are a critical way for residents to access the library system, technology and other resources. The Branch Manager plays a crucial role in providing patrons with approachable, courteous and responsible services that meet the needs of the community and reflects positively on Prairie River Library District and the Valnet Consortium.

Essential Jobs Tasks

- Ability to stay up to date and effectively use required Library system software, troubleshoot basic computer problems and communicate appropriately in a timely and effective manner using appropriate District technology and procedures.
- Provide high quality customer services, using District systems effectively and appropriately to manage patrons, check-in and check-out library materials, collect fees and answer patron questions in line with District Policies & Procedures.
- Safeguards confidentiality in the workplace for library patrons and staff.
- Accurately follow all Prairie River Library District Policies and Procedures and Valnet policies.
- Maintain a positive, courteous, and friendly attitude toward all patrons and colleagues, provide exemplary customer service while maintaining appropriate boundaries.
- Assist patron with use of online services, patron computers, basic internet use and other devices used to access library materials.

- Keep branch calendar up to date. Provide Branch Reports to Executive Assistant and/or Director efficiently and meet all District deadlines.
- Communicate events and programs in a timely manner to the District Office following appropriate policy and procedures to ensure all advertisements are approved by District Management.
- Maintains an efficient, consistent and organized workflow, prioritizing tasks and completing them in a timely manner.
- Maintains a clean and orderly workspace and works to make the library a safe, clean and pleasant environment for users.
- Plan and implement program in line with District standards and goals.
- Participate in outreach events and opportunities such as offsite programs and community events with approval from the Director.
- Notify appropriate District Management in a timely manner of any issues that arise
- Act as point of contact for branch Friends of the Library and or other support groups in line with Prairie River Library District policy.

Additional Responsibilities

- Work with city officials in conjunction with the District Management Team.
- Attend district board, Valnet, and training meetings at the direction and discretion of the Director.
- Supervise volunteers, interns, and staff as required in line with Prairie River Library District Policies and Procedures.
- Performs other related duties as assigned.

Specific Duties for Kooskia Branch

- Participate in a minimum of one community event each year representing the branch and Prairie River Library District. This must be planned in conjunction with the Outreach & Access Services Manager
- Regularly scheduled storytime
- Regularly scheduled programs for teens and adults.
- Regular offsite programing at Lewis-Clark Early Childhood Program (Kooskia Headstart)

Abilities, Skills, and Knowledge

- Excellent oral, written, telephone and online communication skills, including the ability to connect and establish trust with patrons from diverse backgrounds.
- Ability to creatively solve problems and handle situations professionally and positively.
- Ability to provide excellent customer service, establish appropriate boundaries.
- Skilled in organizing, managing, and motivating people.
- Ability to work independently, with attention to detail and accuracy.
- Ability to work varying shifts including evenings and weekends as required.
- Working knowledge of technology, software, and information systems.
- Strong experience utilizing computer applications for word processing, spreadsheets, presentation software, and database management
- Basic cash handling skills.

Experience and Training (Required)

- High school diploma or equivalent.
- Experience with and knowledge of technology, software, and information systems.
- Experience working in a customer service setting.
- Experience with KOHA ILS or other collection management programs.
- Valid Driver's License with an acceptable driving record.

Experience and Training (Preferred)

- Associate or Bachelor degree in information sciences, communications, public relations.
- Previous library experience.
- Experience working with youth.
- Experience with KOHA ILS.
- Knowledge of library materials, methods, and practices.
- Experience in library programming, programming, or event coordination for all age groups.
- Experience with the ValNet Consortium.

Working Conditions

- Physical activities in this position include sitting and standing for extended periods, reaching overhead, bending at the waist, and moderate lifting up to 35 pounds.
- Ability to work in a confined environment with fluctuating temperatures.
- Competency in reading, writing, and speaking English is required.
- May occasionally be required to work outside of regular business hours, including nights and weekends.
- Vision must be adequate to read spine labels on top and bottom shelves and computer screens.

Employee Signature _____

Date _____

