JOB TITLE:	**LIBRARY BRANCH MANAGER II**
PAY GRADE:	**6** ($52,000 - $66,560, annually)
POSITION TYPE:	PROFESSIONAL, ALA Accredited MLS required
STATUS:	EXEMPT, FULL TIME (40 HOURS MINIMUM)
REPORTS TO:	ASSISTANT EXECUTIVE DIRECTOR
LOCATION:	**PARACHUTE, CO**
APPLY ONLINE:	**http://www.gcpld.org/about-us/jobs**

DUTIES: A Branch Manager provides day-to-day supervision of all aspects of public library services for the Branch. As a member of the District's Public Services Management Team, the Branch Manager is responsible for understanding and enforcing all District policies and procedures, supporting the District's mission, vision, and values, and setting the tone for the culture of the branch. A Branch Manager is expected to be a team leader and a team player.

A Branch Manager is expected to understand and direct all aspects of collection development, reader's advisory, reference, programming, outreach, and resource sharing for their library branch; as well as keeping current on all new technologies and library trends. A Branch Manager directly supervises and evaluates Branch staff, and performs most administrative, professional, and supervisory work without direct supervision.

EXAMPLES OF WORK PERFORMED:

The following are normal, but not exclusive or all-inclusive, expectations for this job. Other duties of a similar nature or level may be required as assigned, and job assignments and work schedule are subject to change in the future.

- Promotes and supports the library through materials, services, outreach and programming.
- Selects materials and maintains a collection designed to meet the needs of the intended audiences.
- Manages all aspects of branch staffing including hiring and training new staff, conducting regular staff meetings, completing payroll, and all related tasks.
- Works with the Circulation Coordinator on scheduling and other circulation functions.
- Understands the importance of determining the users' needs, researching and locating answers in a timely manner, while providing accurate information; ability to use various technologies and informational databases, ability to train others to the same standard of care.
- Provides direct customer service to library patrons, assisting with their information questions, readers' advisory, and circulation needs. Handles patron concerns and complaints.
- Develops, plans, and implements library programming in conjunction with other staff.
- Provides general reference assistance by helping customers answering questions, placing holds, completing forms, etc.
- Resolves any customer issues and communicates library policies and procedures to patrons.
- Works with the Youth Services Coordinator to promote outreach in the community to children such as school visits and after-school programs.
- Oversees the daily image of the Branch including maintaining attractive displays, keeping the facility tidy, and identifying any areas for needed repair or improvement.
- Submits publicity information for programs, events, and informational items, prepares bibliographies/reading lists on a variety of subjects and interest areas.

- Objectively assesses the success of library programming in terms of the relevancy and appropriateness to developmental needs of the targeted group and the redefined expectations set through the planning process.
- Supports and promotes new technologies
- Shares information and coordinates activities with the other library branches and District Support Services.
- Participates in the Public Services Management Team meetings and attends Board meetings and other meetings as necessary.
- Keeps up on trends in public libraries through professional resources related to library service.
- Responsible for oversight of the library facility (indoors and outdoors).

The duties listed are not meant to be all-inclusive, but are merely intended to be illustrative of the nature of the work to be performed by a person in this position.

PREFERRED KNOWLEDGE, SKILL AND ABILITIES:

- Ability to perform all core competencies for Library Assistant and Branch Manager.
- Knowledge of core competencies for Circulation Coordinator and Youth Services Coordinator.
- Creative; able to promote new ideas and introduce high quality, new solutions or processes.
- Uses knowledge, skills, tools, and techniques to plan, oversee, and/or implement necessary tasks to result in a program that is completed on time, within budget, and that meets or exceeds expectations.
- Understands resource management and can work within existing staffing and budgets to achieve the Library District's annual goals.
- Uses relevant and appropriate techniques to plan and execute interesting, engaging, and age appropriate programming.
- Understands the value of community and seeks to place the library at the forefront of their community's essential resources.
- Knows library policies and procedures, has significant independent judgment in line with the District's customer service ethic.
- Ability to perform and train others to the Technology, General Library Staff, Youth Services, Adult Services, Material Selection, and Circulation Core Competencies.
- Listens carefully when others are talking.
- Provides exceptional customer service, enjoys helping others.
- Values others and their contributions, helps others meet goals.
- Curious, inquisitive, and open to new ideas.
- Takes initiative in tackling problems and works independently.
- Interested in books, media, technology, and reading.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences and continuing education opportunities as they arise.

ESSENTIAL FUNCTIONS:

- Ability to communicate effectively in English (both written and verbal).
- Excellent computer skills including MS Office, Internet, and email.
- Arrives on time and ready to work, assumes responsibility for actions.
- Lifts up to 30 pounds, pushes and/or pulls carts loaded with over 80 pounds of library materials

- Grasps book up to 10 pounds and place on shelf above the head, below the knees or anywhere in between.
- Engages in repetitive hand movements.
- Ability to sit at a desk for extended periods of time.
- Tolerates dust, mold, etc. that may have accumulated on books.
- Engages in bending, stooping, kneeling, sitting, walking, standing for long periods, twisting, climbing, and any other necessary movements of shelving library materials and customer service.
- Ability to attend meetings and conferences as assigned both in district and out of the district.
- Ability to work in an environment with florescent lights.

ENVIRONMENTAL/WORKING CONDITIONS:

- Inside work environment
- Requires face to face interaction with other staff and the public on a daily basis
- Flexible work schedule including evening and weekend hours. Must be able to work any hours the library is open

EQUIPMENT USED:

Book carts, computers, tablets, laptops, game systems, e-devices and most business/library machines and equipment necessary to perform tasks

EDUCATION AND EXPERIENCE:

- MLS or MLIS degree from a graduate library school accredited by ALA required
- Previous supervisory experience required
- 3-5 years of progressively responsible library experience preferred
- Knowledge of the principles and practices of public library functions
- Early childhood literacy experience is highly preferred

All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.