

**Job Title:** Branch Manager, Trone Memorial Library

**FLSA Status:** Non-exempt

**Supervisor's Title:** Assistant Director

**General Summary:**

This supervisory position is responsible for delivery of friendly, high-quality service to the public in a library setting. Work involves circulation routines, training and possible supervision of branch assistants and/or volunteers, and the provision of first level reader's advisory and reference services. Evening and weekend hours are required. Manager is responsible for ensuring the library is open during scheduled hours.

Sound independent judgment is required in carrying out library policy and programming. County-wide Adult and Youth Services Coordinators provide support as needed in delivering reference, reader's advisory, and programming services to the public. Work is performed in keeping with the objectives, policies and established procedures of the library system.

**Essential Duties and Responsibilities:**

***Management***

- Represents the Adams County Library System to the local community. Promotes and maintains high standard of public relations.
- Promotes and maintains high standards of library services.
- Enforces Adams County Library System policy and procedures in a Customer Service focused environment.
- Manages all aspects of the JBT library.
- Maintains branch collection in collaboration with Public Services, Youth Services and Technical Services Directors.
- Participates as a member of the Collection Management and Selection Committee.
- Trains and supervises branch assistants and volunteers
- Acts as liaison and maintains a good relationship with the Friends of the JBT Library.
- Reports work accomplished to Assistant Director.
- Participates in professional organizations, attends library meetings and training seminars as required.
- Performs related duties as assigned or as the situation dictates.

***Operations***

- Provides reference and reader's advisory services; consults with age level specialists of the Adams County Library System as necessary.
- Answers general directional and informational questions and assists borrowers in the use of library facilities and resources.
- Performs all opening and closing procedures in work and public areas.
- Charges, discharges and renews library materials. Places and processes reserves.
- Performs interlibrary loan services.
- Keeps collection current by rotating materials weekly.
- Enrolls new patrons and updates changes to patron information in library records.
- Collects and accounts for money received. Operates cash drawer.

**Programming**

- Plans for and arranges effective displays and exhibits, employs other marketing and merchandising methods to promote the use of the community library, collection and services.
- Collaborates with Youth Services Coordinator and Adult Services Coordinator to provide quality programs for all library users.
- Outreach
  - Cooperates with local schools and districts on projects and educational outcomes.
  - Partners with local school districts to promote the ACLS and its programs.
  - Represents the ACLS in local and Adams County communities.

**Required Knowledge, Skills, and Abilities:**

- Ability to learn Adams County Library System policies, practices, goals and objectives.
- Good analytical ability and problem-solving skills.
- Ability to exercise initiative, tact, leadership and independent judgment.
- Knowledge of community characteristics and particular special needs.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- Ability to learn and follow detailed instructions and procedures.
- Ability to learn to operate and to perform basic maintenance and troubleshooting procedures on computer equipment and printers.
- Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner, while working collaboratively with others.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Ability to deal pleasantly, tactfully and efficiently with people of all ages and temperaments.
- Ability to follow oral and written instructions.

**Education and Experience:**

- BA/BS required; MLS preferred.
- Customer service experience required.
- Library experience required.
- Bilingual Spanish preferred.
- Must have computer ability to adequately utilize integrated library system, Microsoft Office applications and electronic information sources.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (13-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				x
Standing/Walking:			x	
Climbing/Stooping/Kneeling:			x	
Lifting/Pulling/Pushing:			x	

Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X
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**Working Conditions:**

- Position requires ability to see, read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order; grip library materials; reach up or down to shelve materials; occasionally manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds; and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions

**Required Signature:**

I have read the above position description and fully understand the requirements.

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Assistant Director

\_\_\_\_\_

Date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified: 8/2023