



**JOB  
DESCRIPTION**

**TITLE:** Branch Manager  
**DEPARTMENT:** Library  
**REPORTS TO:** Director of Library Services  
**PAY GRADE:** 3

**SUMMARY**

Under the supervision of the Director of Library Services, maintains and operates distinct library location. Provides direct service to patrons including locating and checking out materials.

**EMPLOYMENT QUALIFICATIONS**

**Required**

- Bachelor's Degree or equivalent
- Two years of experience in dealing with the public, preferably in a library or related setting

**Preferred**

- Experience in a library setting

**SKILLS**

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational and written communication skills
- Project management skills
- Excellent verbal and interpersonal communication skills

**ABILITIES**

- Ability to maintain high confidentiality

- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Assists Library patrons by reserving books and materials, doing computer searches and requesting books from within the system, and charging materials out to patrons. Teaches patrons how to use the Internet, including the use of e-mail and search techniques. Instructs patrons on the use of word processing programs.
2. Acts as a liaison between the particular Village/Township and the Library. Represents the Library to Township and Village officials on matters of mutual interest.
3. Acts as a liaison between the Township Supervisor and other Branch Managers and Library personnel.
4. May be responsible for training new Branch Managers and new clerks (from main library) in all functions of branch operations.
5. Through self-instruction and workshops, learns to use the Internet and other computer programs.
6. Troubleshoots computer hardware problems within the branch and then works with a computer technician to correct these problems.
7. Performs general maintenance on computers and implements periodic updates on specific computer programs.
8. Locates materials and requests from other libraries in the system. Reserves materials through the computer.
9. Gathers information for patrons on specific subjects, which may involve communicating with other agencies.
10. May be required to seek funds for special programs and may also make recommendations for specific programs.

11. Processes requests for Inter-Library loans including typing check-out cards and notifying headquarters. Checks books out to patrons and collects the fee. Maintains files on all Inter-Library loans requested and returned.
12. Removes and sorts all books from the book return box, boxes and transports books belonging at another location, checks in books from the branch either manually or by computer wand using the book and the patron's card.
13. Processes periodicals for the branch by entering information into the computer system, affixing pocket, placing a bar code on the magazine for wand using, and entering number in the computer. Determines which magazines will be ordered for the branch.
14. Sends notices to patrons with overdue materials and collects fines upon return.
15. Reviews new acquisitions of the system and selects those materials relevant to the requests and interest of branch patrons. Checks materials out on the computer and transports to the branch.
16. Periodically rotates the entire collection at each branch. Checks materials into the branch by stamping and shelving them according to Library procedures.
17. Posts library information at the branch and at other locations within the community.
18. Hosts special events in the branch Libraries for Library Week, branch anniversaries and other occasions. Duties include planning, preparing invitations, arranging refreshments, and preparing displays. May host school classes and outside adult groups who use the Library for class trips and meetings.
19. Prepares a month end reports including circulations reports and Internet usage. Balances cash and completes cash report for the assigned branch(es).
20. Manages the reading program at each branch, includes enrolling youths, tracking reading progress, holding drawings and providing information on contests and programs. Visits schools to promote reading programs.
21. Performs a variety of other tasks related to branch operations including collecting, sorting and processing the mail, faxing as necessary, making copies and collecting fees and related tasks. Maintains a supply of operating materials and office supplies.
22. Supervises the individual responsible for the general cleaning inside the building.

Oversees a variety of general maintenance tasks at the branch such as plowing and shoveling in the parking lot and sidewalks to maintain safety for patrons. Also oversees electricians, furnace repairmen and carpenters.

- 23. May help process materials for circulation as necessary.
- 24. Oversees all subs and reports any problems to their supervisor. Supervises volunteer persons doing community service.
- 25. Evaluates and determines the need for the purchase of new equipment and furniture for the branch.
- 26. Coordinates an outreach program aimed at senior citizens. This includes taking requests for books, transporting books to senior facilities, and helping to facilitate reading at these institutions.
- 27. Performs minor repairs to books and materials such as applying new book hinges, replacing jacket covers, and repairing ripped pages and ripped/worn covers.

### **PHYSICAL REQUIREMENTS**

Stooping, bending and kneeling to shelve or retrieve books. Prolonged periods of standing to assist patrons, search shelves, and retrieve materials. Must be able to lift, carry and transport boxes of books to and from vehicle and to and from Library locations while working in branch locations. Must be able to travel to the various Library locations. Must be able to enter and retrieve information from a computer or terminal. Must be able to operate audio/visual equipment. Must be able to access all areas of the Library.

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely.

### **WORKING ENVIRONMENT**

Exposure to books and other materials with molds, mildew, and dust. Requires travel to branch locations in various types of weather.

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| Job Description Approved: _____ |
| Job Description Revised: _____  |