

BRANCH MANAGER: MARBLEHEAD PENINSULA BRANCH LIBRARY

Job Classification: Part-Time, 25-29 hours/week; Non-Exempt; OPERS Retirement

Job Location: Marblehead Peninsula Branch Library

JOB DESCRIPTION

Job Summary:

Under general supervision of the Library Director performs administrative and professional library work consisting of directing the operation of assigned branch library; provides library services and materials to the community; exercises direct supervision over branch library personnel.

This position's responsibilities emphasize customer service, team building, and communication. Reporting directly to, and working closely with, the Director, this supervisor will also collaborate most often with branch staff, Assistant Director, Marketing Manager and Fiscal Officer.

Essential Duties and Responsibilities:

- Supervises branch staff by scheduling and assigning work, training, evaluating performance, providing feedback, and carrying out disciplinary actions.
- Supervises the circulation of library materials, including new patron registration, reserving books, processing over-dues, processing incoming books, and shelving of library materials.
- Follows Ida Rupp Public Library System policies and procedures and ensures branch staff are also following policies and procedures.
- Administers approved budget for branch library.
- Participates in the screening of applicants and interviewing for vacancies.
- Performs reader's advisory skills as needed; assists with programming as needed.
- Performs or supervises collection development and maintenance of all branch materials: placing orders, cataloging materials, evaluating collection (including weeding).
- Provides patrons with reference assistance when necessary.
- Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes Intranet, email, and voicemail to maintain open channels of communication.
- Ensures safe conditions for staff, public, and building operation; including updating of building emergency maintenance manual.
- Coordinates branch facilities maintenance to ensure that building and grounds are properly maintained.
- Compiles branch performance and service statistics and submits in the monthly report.
- Conflict resolution in regards to patron satisfaction issues or behavior.
- Leads branch toward vision, mission, and strategic goals of Ida Rupp Libraries.
- Participates in management meetings at Ida Rupp Public Library or via Zoom.
- Provides outreach to community in branch service area (Danbury Local School District).
- Handles all funds collected at branch library and forwards to fiscal officer.
- Assists Marketing Manager with publicity for branch.
- Work with other Ida Rupp Libraries staff to plan and implement summer reading program.

Additional Duties:

- Assists in near-term and long range planning of library services; including statistical evaluation of services.
- Assists in the development of library policy and procedures.
- Serves as library administrative liaison to the Friends of Marblehead Peninsula Branch Library in absence of Library Director.
- Participates in preparation of annual library budget.
- Occasional cleanup of walkways following snow removal service, salting of walks and parking lot.
- Removal of cottonwood debris from air conditioning units.
- Occasional cleanup of mayflies from doors and walkways.
- Performs other duties as assigned, including serving on teams and committees, etc.

Interaction:

Library staff, patrons, and community organizations/individuals.

Minimum Qualifications:

- Bachelor's Degree.
- Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to work accurately with attention to detail.
- Proficient in the use of the Integrated Library System (ILS).
- Successfully pass a background check.

Highly Preferred Qualifications and Competencies:

- Master of Library Science from an ALA-accredited university.
- Works hard and is energized by challenges. Seizes opportunities and acts upon them.
- Proficient in the knowledge and skills required to perform the job at a high level of performance.
- Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
- Acts with the patron in mind using information gained from interacting with the patrons. Meets the expectations and requirements of external and internal patrons.
- Gains technical skills quickly. Capable of learning new organization, product or technical knowledge.
- Acts with the patron in mind using information gained from interacting with the patrons. Meets the expectations and requirements of external and internal patrons.

Computer/Technology Skills/Equipment/Software Skills:

- Microsoft Office (Excel, Outlook, PowerPoint, and Word).
- Integrated Library Systems (ILS)
- Library research interfaces such as EBSCOhost, ProQuest, etc.
- Web browsers including Google Chrome and/or Microsoft Edge.
- Digital Library applications such as Libby, Hoopla Digital, Kanopy, etc.
- Public Computer Management software, preferably Envisionware.

Supervisory/Management Responsibility:

Branch staff and volunteers.

Travel Requirements:

Periodic travel to other Ida Rupp Libraries locations, outreach events and training.

Physical Demands:

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 25 lbs., continual standing, reaching, bending, and walking).

Work Environment:

Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER: The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.