Job Title: **BRANCH MANAGER - Library Manager**

Department: Branch Services  
Pay Scale: Library Manager  
Hourly [ ]  Salary [X]  
Non-Exempt [ ]  Exempt [X]  
Admin.[ ]  Prof. [X]  Exec.[ ]

Immediate Supervisor:  
Director

Positions Supervised:  
Youth Services Librarian, Reference Librarian, Circulation Coordinator,  
Circulation Clerk, Page

**JOB PURPOSE:**

To assist patrons by directing the operation of a branch library, implementing services and programs.

**QUALIFICATIONS:**

Masters of Library Science Degree or within six months of obtaining the degree and applicable experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of library goals and objectives; library science and technology, public relations; management and supervision techniques; budgeting; operation of automated library equipment; computer operations and functions including data processing techniques. Ability to define problems, collect data, establish facts and draw valid conclusions (e.g. research procedure, policy development and interpretation); plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; establish cooperative work environment at both branch and interdepartmental levels; develop good rapport with library patrons.

**SPECIAL QUALIFICATIONS:**

Valid Ohio Driver's license or ability to obtain a license. Ability to work varied hours as needed which may include evenings and weekends.
ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification).

ADMINISTRATIVE DUTIES

* Implements library policies and procedures
* Prepares monthly report for the Board of Trustees
* Oversees collecting and reporting of library statistics
* Prepares reports as requested

Writes grants and assists in their preparation

Works jointly with branch and administration managers in achieving objectives of Portage County District Library’s mission

SUPERVISORY DUTIES

* Schedules and assigns work to employees
* Interviews pre-screened candidates for positions; recommends hiring
* Evaluates and disciplines employees
* Responds to employee complaints
* Monitors the work of employees and ensures compliance with policies and procedures
* Approves paid leaves
* Monitors employee attendance and work records
* Oversees the daily operation of the library

COLLECTION MANAGEMENT DUTIES

* Maintains knowledge of available materials and patron reading preferences
Conducts inventory of materials, as required
Evaluates materials for age and condition and determines if updating, repair or withdrawing is appropriate

REFERENCE DUTIES

* Performs in-depth reference service
* Instruct patrons in use of library computers
Conducts inventory of reference department
COMMUNITY RELATIONS DUTIES

*Represents the library to community groups, governmental units, and Friends of the Library;
Develops a cooperative working relationship with area schools;
*Serves on boards and committees, as requested;
*Conducts programs such as book reviews and information sessions with the community.

CIRCULATION DUTIES

Checks library material out to patrons on automated system;
Checks library material in on automated system;
Responds to patron questions about library materials and services;
Answers telephones;
Directs patrons to appropriate area of the library;
Issues library cards;
Places patron holds on material;
Instruct patrons on use of library computer;
Distributes Golden Buckeye applications and voter registration materials;
Collects patron fines.

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

Maintains records;
Attends staff meetings, workshops, in-service training, and serves on committees, as requested;
Shelves library materials and reads shelves as requested;
Performs additional duties as assigned.

*Denotes essential function of the job.

Employee Signature: ____________________________________________
Date: __________________________

Date Prepared: January 23, 1992
Date Approved:
PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY