



# IBERVILLE PARISH LIBRARY

*Job Description*

## Branch Manager I – Rosedale Branch

<b>Job Title:</b>	<b>Branch Manager I (Part-Time)</b>
<b>Compensation:</b>	\$20.12/hr DOE
<b>Department:</b>	Rosedale Branch
<b>Location:</b>	Rosedale Branch (Rosedale, LA)
<b>FLSA Status:</b>	Non-Exempt, 20 hours per week
<b>Position Reports To:</b>	Asst. Director of Systems & Technology
<b>Position Supervises:</b>	Branch Staff (1)

### General Information

This position is responsible for the day-to-day operations of a rural community branch based on the policies and procedures of the library system. Job duties include, but are not limited to, information services, circulation and collection management, and programming services.

Facility: 1,100 square feet

### Essential Functions and Basic Duties

#### **Assumes responsibility for effectively and efficiently supervising branch staff**

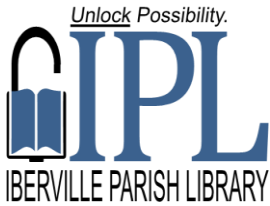
- Supervises the daily work of one (1) part-time branch staff member
- Fosters a positive work environment and encourages excellent public service to the community
- Arranges schedules for self and direct report to ensure optimum coverage and service. Informs direct supervisor of any scheduling conflicts. Approves staff leave requests and bi-weekly timesheets
- Ensures branch procedures and tasks are completed in an effective and timely manner
- Supports staff training goals through direct instruction and by encouraging opportunities for continuing education
- Encourages, motivates, coaches, disciplines, and evaluates branch staff

#### **Oversees branch and patron services for local service area**

- Works with branch staff and library departments to provide library services including reference, readers' advisory, and circulation transactions.
- Implements and articulates library policies and best practices
- Works public service desk to directly assist patrons
- Keeps branch staff informed about library services, resources, and activities
- Handles patron complaints. Keeps direct supervisor informed of issues, requests guidance and/or help as needed.

#### **Assumes responsibility for maintaining effective and efficient library operations**

- Oversees general operations of branch
  - Maintains knowledge of library policies and procedures
  - Submits all assigned reports, budget requests, programming paperwork, and other documents by deadline
  - Supports staff in creating a welcoming environment with frequent attention to branch orderliness and appearance
  - Performs regular evaluations of operations and services and consults with supervisor/department head on proposed changes and improvements.
- Performs regular checks of building and grounds. Informs Facility Maintenance department of building needs and problems. Fosters and environment of safe work habits, accident prevention, and safety concerns for patrons and



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staff.

- Shares responsibility for branch cleanliness with branch staff, including cleaning bathrooms, emptying trash, etc.

#### **Assumes responsibility for circulation, information, and collection management**

- Provides friendly and efficient patron service
- Discharges and sorts returned materials.
- Efficiently and accurately shelves materials as needed
- Empties book drop
- Reads assigned shelves and helps maintain physical appearance and orderliness of materials on shelves
- Receives and processes in-transit items for holds and shelving.
- Understands and performs regular circulation transactions: charging and discharging materials, registering new patrons, renewing materials, and collecting fines and fees.
- Accurately and efficiently performs daily branch financial reports and deposits.
- Understands and performs regular information service duties: assistance with finding materials within the library, assisting with readers' advisory, placing patron holds and requests, helping patrons with basic research questions.
- Supports and assists patrons with technology use, internet access, and electronic resources using a variety of devices.
- Understands and assists patrons using library eContent collections

#### **Assumes responsibility for engaging in learning and development activities**

- Continuously improves job skills through learning and training opportunities
- Stays informed about library services, resources, events, policies, and procedures
- Develops and enhances computer and technology skills necessary for effective communication and job function

#### **Assumes responsibility for overseeing effective programming and outreach services**

- Oversees the planning, organization, and implementation of branch programs and events under the supervision of the program and events department.
- Assists with the development and implementation of quality programs for all ages that provide opportunities for information, entertainment and lifelong learning.
- Evaluates and regularly reassesses the needs and interests of the local community to help optimize programs.
- Determines and facilitates desired library services in the local community, with special interest paid to underserved populations.
- Work cooperatively with other library departments to provide staff for in-house and outreach events as needed. Provides library information, marketing resources and services at events, as well as presentations during civic and organizational meetings.

#### **Assumes responsibility for maintaining a professional work environment and effective communication with library staff and patrons**

- Works efficiently both individually and with a team to support the library's mission and services to its communities
- Communicates effectively using a variety of methods
- Develops and maintains effective relationships with co-workers
- Provides information and assistance as requested.



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- Responds promptly and courteously to staff and patrons
- Informs supervisor(s) and/or library management of any significant areas of concern.

**Assumes responsibility for related duties as required or assigned**

### Qualifications

#### **Education/Certification and Experience**

- Associate degree or higher from an accredited secondary institution.
  - Two (2) years of public library experience and a high school diploma or equivalent may be considered in lieu of secondary degree.
- PREFERRED: Prior experience in a public library setting serving the general public

#### **Required Knowledge**

- Knowledge of general library principles, policies, and procedures
- Knowledge of library materials and resources
- Knowledgeable in methods of storing and retrieving library materials.
- Knowledge of classification methods.

#### **Skills/Abilities**

- Effective communication skills.
- Good interpersonal skills and public relations skills
- Proficient keyboarding skills and understanding of Microsoft Office applications.
- Ability to perform basic email tasks
- Ability to navigate the Internet
- Advanced knowledge of mobile devices and social media.
- Must possess the ability to learn and utilize a variety of library technologies
- Ability to learn and perform basic routines of library operations.
- Research skills and ability to use digital and print resources.

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#### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls, the employee is occasionally required to stand; walk; sit; reach with hand and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this position include



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close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each job duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Iberville Parish Library is an equal opportunity employer.**

Conditions of Employment: assessment test, degree transcripts (if applicable), copies of diploma(s) earned, successful background check, successful drug screening.