

JOB TITLE: BRANCH MANAGER/PROFESSIONAL

CLASSIFICATION: Regularly Scheduled Full-Time/Part-time

NATURE OF WORK: The branch manager has responsible charge of a branch of the Camden County Library District.

EXAMPLES OF WORK PERFORMED: Maintains a clean, enticing atmosphere within the library; plans and carries out activities and programs in the branch under the supervision of the Director; keeps record of cash taken in, and makes reports to headquarters as required; checks all library materials out/in; shelves books and materials and reads shelves frequently for proper location of materials; keeps records of incoming magazines and newspapers; conducts inventory of holdings as requested; issues patron cards; handles basic reference questions and refers questions to headquarters staff or interlibrary loan as needed; assists patrons in use of OPAC and public use computers; pursues return of overdue materials according to library procedures; operates and accepts charges for copier; keeps all library materials in good repair and forwards major repairs to headquarters when necessary; assists patrons in selecting and locating materials; requests books to be ordered for branch within a prescribed budget; furnishes patrons with information on library activities, facilities, rules and services; participates in community and group activities to encourage use of library resources. May substitute at another branch or headquarters; supervises work of branch aide/substitute; other duties as assigned. Procedures and policies followed are those outlined in the Camdenton Staff Handbook, thus insuring standardization of procedures and policies at all locations of Camden County Library District.

SUPERVISION: Most work performed is done without direct supervision. The Branch Manager's work is supervised by the Director and takes the form of an occasional review of his/her work for output and accuracy.

EDUCATION AND EXPERIENCE: Minimum requirements: Bachelor's Degree and 5 years of management or education experience. Desired: Master's Degree with 5 years of management or education experience. Highly Desired: MLS from an ALA-approved program and 5 years of library experience.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Effective communication skills, both oral and written; ability to take initiative for developing branch programs and public awareness of branch programs and resources, works well with patrons of all ages and with a wide variety of reading interests, works with other staff members as part of the team that makes up Camden County Library District and have a strong interest in books and reading; working knowledge of computers; ability and willingness to execute children's programs (story hour and summer reading program activities) is vital.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.