

# ATHENS COUNTY PUBLIC LIBRARIES

## JOB DESCRIPTION

Job Title: Branch Manager  
Job Classification: 2 Librarian/Manager  
Title of Supervisor: Patron Services Coordinator

### PURPOSE OF JOB

Oversees library services delivered to patrons at library branch location; including ensuring that all staff provide customer service that is timely, thorough, friendly, and helpful; planning and booking library programs for children, families and other specialized audiences based on patron and staff input; promoting, providing, and overseeing access to services, collections, and information throughout the community; working with facilities maintenance staff and administration to provide safe, inviting and functional facilities and equipment; and managing and leading staff in implementation of library policies and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Formulates goals and objectives for library branch location within the scope of system policies.
2. Develops program responses to community needs based on patron feedback and data analysis.
3. Maintains necessary statistics.
4. Responsible for collection development (selection and weeding) as assigned with assistance from other staff as needed.
5. Participates in professional organizations and workshops, and keeps informed of current trends and new techniques.
6. Cooperates with other managers to accomplish the objectives of the library, serving on staff committees as needed.
7. Responsible for library branch location. Directs staff to ensure all essential tasks are completed.
8. Answers reference questions in person or by telephone and helps patrons locate library materials.
9. Instructs patrons in the use of basic reference tools, both print and electronic.
10. Works in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
11. Assists patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
12. Performs related duties as required.

### INTERACTION

Interaction with staff, patrons, agencies and vendors.

### MINIMUM QUALIFICATIONS

1. College degree at the bachelor's level or equivalent library experience, and 2 years of professional experience in a library or education setting.
2. Ability to communicate effectively.

3. Demonstrated ability to plan work and train and supervise others.
4. Demonstrated knowledge of a variety of library materials, including books, media, and technology.
5. Familiarity with office productivity software.
6. Keyboarding/windows proficiency.
7. Ability to operate library technology systems, including personal computer, software programs and other job related equipment.

#### PREFERRED QUALIFICATIONS

Completion of an ALA-accredited MLS degree

#### COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

E-mail, Data Entry, Electronic Resources, Koha ILS, word processing and office productivity software, Internet, Laptop with LCD Projector or other library-related software applications.

#### SUPERVISORY/MANAGEMENT RESPONSIBILITY:

Hires, trains, supervises, and evaluates staff up to class 3 Library Associate as assigned.

#### TRAVEL REQUIREMENTS:

Occasional travel required to provide staffing coverage at library locations, and to attend meetings and workshops.

#### 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. 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 35 lbs., continual standing, reaching, bending, and walking).

#### WORK ENVIRONMENT

Majority of the work performed in a general office/library environment. Requires 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.