



Job Title: <u>Library Branch Manager</u>	Job Number: 4425
Job Classification: <u>Management / Supervisory</u>	Physical Type # 1

Reports to: Director of Library Services	Department: Library	Pay Grade: 128 Exempt
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PRIMARY DUTY: The Branch Manager works with the Library Director in furthering the library’s mission and accomplishing goals. This position requires the incumbent to have advanced knowledge of library policies, procedures, services and resources. Primary responsibilities include providing prompt and friendly service to the public and managing and coordinating the operations, activities and staff of the library.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plan, organize, administer and evaluate the operations activities of the branch, including facilities, equipment and branch security issues.
- Oversees the preparation and administration of assigned division budget.
- Develop goals, objectives and establish priorities for library projects and allocated staff accordingly.
- Supervise the Circulation and Reference staff in day-to-day operations, set schedules and assign job tasks.
- Perform supervisory functions by: interviewing, selecting, training, evaluating, disciplining, developing and terminating staff; providing staff with the resources, equipment, tools and knowledge necessary to perform and improve services; and guide employee work efforts in being successful, creative and resourceful.
- Interpret library policy concerning the circulation of library materials. This includes planning for and supervising functions such as patron registration, reserves management, materials check out and in and shelving of library materials.
- Provide excellent customer service to patrons by assisting patrons with reference, readers’ advisory and general computer questions.
- Tabulate daily collections prepare bank deposits and manage cash systems.
- Gather and compile data for reports and prepare statistical and analytical report of branch activities and operations.
- Develop and maintain collections by reviewing, evaluating, selecting, purchasing and withdrawing materials.
- Evaluate library services and make recommendations for improvement and suggestions for new services, policies and procedures.
- Deal with patron complaints and problems patiently, decisively and within the set policies.
- Develop, plan, administer and promote programs and services to community.
- Ensure employees are trained and work in accordance with City policies, procedures, regulations, Safety Plans and laws.
- Perform other duties as assigned.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Principles and practices of public library administration.
- State and Federal resources for Library programs.
- Methods and procedures for developing and maintaining library collections.
- Library classification, cataloging and acquisition protocols.

- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Customer service principles and practices.
- Knowledge of ALA principles and guidelines as they pertain to censorship and confidentiality.
- Techniques and practices for efficient and cost-effective management of resources.

Skill in:

- Ability to exercise initiative, leadership and independent judgement.
- Ability to organize work, set priorities, use time effectively and meet deadlines.
- Ability to multi-task and work with frequent interruptions.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to analyze and creatively solve problems and resolve disputes and grievances.
- Flexible, adaptable and able to flourish in a changing environment.
- Operating a personal computer utilizing standard and specialized software and entering information into a computer system with speed and accuracy.
- Entering and retrieving data in automated records management systems.
- Cross-training in order to perform other duties and responsibilities is required.

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science from an ALA accredited institution; AND four years of professional librarian experience, including supervisory and program management experience; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.

PHYSICAL DEMANDS AND WORKING 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Stooping - Bending body downward and forward by bending spine at the waist.
 - Kneeling - Bending legs at knee to come to a rest on knee or knees.
 - Crouching - Bending the body downward and forward by bending leg and spine.
 - Crawling - Moving about on hands and knees or hands and feet.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
 - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
 - Must be able to push book carts up to 200 pounds.
- The visual acuity requirements including color, depth perception and field vision.
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position
 - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; with some travel from site to site.
 - The worker is required to function in narrow aisles or passageways.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

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.

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

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number