

Large Branch Manager Job Description

Stevens County Rural Library District
3988 Hwy 292
Loon Lake, WA 99148
(509) 233-9621 – thelosc.org

Position Description

POSITION TITLE: Large Branch Manager

FLSA STATUS: Non-exempt

SALARY RANGE: Library Manager

POSITION SUMMARY: Manage the day-to-day operations of a community library(ies); ensure effective services are provided to the public; provide direct service to patrons; coordinate with colleagues around the district; maintain effective working relationships with staff, volunteers, community organizations and library users. Promotes district unification while understanding and respecting the unique nuances each community brings to Stevens County.”

RESPONSIBILITIES:

1. Manage staff, service programs, supplies, and equipment for a community library effectively addressing day-to-day operations as part of a system-wide leadership team.
2. Develop staff work schedules and coordinating subs, as necessary.
3. Plan, coordinate, and evaluate services and other available resources, activities and programs to meet the District’s missions and goals.
4. Work with the Public Services Manager to identify needs for services, equipment, programming and facility.
5. Communicate to the Library Director and the Public Services Manager any branch needs that need to be planned for in the budget (e.g. repairs and maintenance, staffing levels, furniture and technology upgrades).
6. Assist with the selection, development, motivation, and evaluation of branch staff.
7. Identify staff training needs; develop training plans and coordinate training programs for the library with the Staff Support Specialist and leadership team.
8. Provide basic readers' advisory and reference service for all ages.
9. Instruct patrons, on a one to one basis, in the use of library materials and equipment.
10. Coordinate with the Public Services Manager for support of adult and youth services
11. Coordinate with the Collection Development Manager for support and evaluation of collection management tasks.
1. Oversee janitorial, supplies, and routine maintenance at the assigned branch.
12. Support programming at the branch by communicating with the Public Services Manager, Programming Specialists, assigning staff to conduct programming
13. Oversee and provide circulation services, including shelving, inventory, and collection selections and deletions.
14. Maintain working relationships with schools and community organizations, as assigned.
15. Monitor changing needs of the community and promote library services; may include occasional attendance at community meetings (e.g. school board meetings, City Council, Rotary, Chamber of Commerce).

16. Recruit, train and supervise volunteers and assign reshelving, programming and other library tasks.
17. Communicates and works with volunteer library support organizations.
18. Communicate, interpret, and monitor compliance with District policies and all other applicable operating and administrative procedures and practices.
19. Address issues with patrons who display difficult behaviors, not limited to, but including mental health or substance abuse issues. Reports incidents in a timely manner & maintains safety protocols for staff and patrons according to District procedures
20. Ensures monthly statistics and reports are submitted to the Office Manager for Board meetings
21. Prepare bank deposits and work with the Business Manager to resolve and correct discrepancies.
22. Perform other duties as may be assigned to support the District's mission.

SUPERVISION:

Works independently under the general direction of the Public Services Manager, Collection Development manager and the Library Director.
Supervises one or more assigned staff and volunteers..

QUALIFICATIONS:

Required

- BS or BA in a related field (e.g library science, communication, education), or
- At least three years related full time supervisory work experience;
- At least two years of related full time library experience.
- Knowledge of modern professional library principles, practices and procedures.
- Knowledge of modern management principles and practices as they relate to the administration of public libraries.
- Customer service awareness and perspective
- Demonstrated ability to establish and maintain effective working relationships.
- Demonstrated ability to problem solve, use initiative and good judgment.
- Demonstrated ability to manage detail, recognize, and set priorities.
- Requires the ability to understand and effectively apply information technology; including the ability to deal with emergent technologies and effectively integrate the use of social media.
- Ability to use a wide range of computer systems and various software.
- Demonstrated knowledge of materials, resources, reference, readers' advising and library automation systems.
- Effective verbal and written communication skills.
- Ability to meet requirements of the Child and Adult Abuse Information Act.
- Valid driver's license and normal risk insurability required if using District or personal vehicle for business.
- Valid First Aid and CPR certification may be required.
- Ability to accept and follow instructions.
- Flexible schedule. Able to travel to various locations throughout the county, including evenings and weekends as necessary.
- Ability to work well within multiple teams
- Ability to prioritize tasks and manage multiple situations in a fast-paced environment

Preferred

- Education or certification in library science or related fields.

WORKING CONDITIONS:

1. Will be assigned to a home library, but may be required to commute to at least one other branch, on occasion. Some driving may be in inclement weather and all driving includes rural travel. Expected to provide some subbing as possible for other locations.
2. Online meeting formats (e.g. Zoom or Microsoft Teams)
3. Flexible working schedule including weekends (Saturdays and Sundays) and evenings.
4. Public library and/or retail environment.
5. Valid First Aid and CPR certification may be required.
6. May be exposed to cleaning products needed for sanitation in public places.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Must be coachable; open and willing to receive feedback
2. Actively considers how to incorporate feedback
3. Takes initiative to implement feedback
4. Hearing and speaking to patrons, staff and telephone callers.
5. Standing for extended periods of time.
6. Sitting for extended periods of time.
7. Using keyboard and viewing computer monitor
8. Bending, stretching and reaching to retrieve materials.
9. Lifting or carrying items up to 40 pounds.
10. Moving quickly around locations within the library.
11. Traveling to libraries within the District.
12. Cooperating and getting along with people.
13. Tolerance for multiple interruptions.
14. Managing detail and multiple demands and setting priorities.
15. Working under moderate levels of stress.
16. Solving problems requiring interpretation.

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