

JOB DESCRIPTION EDWARDSBURG BRANCH MANAGER

Position Title: Edwardsburg Branch Manager
Reports to: Library Director
Category: Full-time hourly with benefits.
Salary starting range: \$35,000-\$45,000, depending on qualifications.
Job Summary: Manage daily service and support operations for the Edwardsburg Branch of Cass District Library.
Qualifications: Bachelor's degree required, MLS or MLIS degree preferred. Prior library experience required. Supervisory experience preferred.
Anticipated Start Date: October, 19th 2020

Responsibilities

- A. Develop plans, programs, and services in keeping with policy and in conjunction with the Library Director, Marketing Coordinator, children's services staff, and other Branch Managers
- B. Develop policies and procedures with administrative team, provide clarification of policies and actively enforce policies
- C. Train, schedule and supervise a team of circulation clerks and pages focused on great customer service and oversee volunteers
- D. Actively manage physical collection using current data to weed, rotate, and replace materials under Library Director's guidance
- E. Collaborate on initiatives to increase library usage
- F. Maintain inviting, welcoming, and well-organized facility
- G. Prepare monthly reports and statistics
- H. Participate in collection development
- I. Answer basic information needs and provide reader's advisory to library members
- J. Assist members with the library's online catalog, databases, and computers
- K. Facilitate borrowing and return of interlibrary loan materials
- L. Maintain petty cash fund
- M. Retrieve and shelve books ranging from floor level to ceiling height

- N. Perform routine maintenance and troubleshoot library equipment problems (for example, replenish photocopy paper, replace toner cartridges)
- O. Report buildings and grounds problems to appropriate staff members

Knowledge, Skills, and Abilities

- A. Knowledge of managerial policies and practices related to the management of the branch
- B. Knowledge of public relations and customer service methods, practices, and procedures
- C. Knowledge of online and print resources and collection development policies and procedures
- D. Ability to establish and maintain effective working relationships with coworkers and the general public
- E. Excellent organization and planning skills with the ability to work independently and as a team leader
- F. Detail oriented with the ability to document policies and procedures
- G. Ability to train others to ensure efficient, consistent service
- H. Desire and ability to provide excellent customer service
- I. Ability to exercise good judgment and maintain calm perspective
- J. Capable with computers as they are utilized in a library setting
- K. Ability to provide clear, concise, oral and written communication
- L. Knowledge of safety rules and procedures
- M. Proactive and able to handle multiple projects simultaneously
- N. Willing to work evenings and weekends

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement the Cass District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as judged necessary by the Library. The Library reserves the right to assign work outside of an employee’s regular job assignment. The Library also reserves the right to change an employee’s regular job assignment or job description at any time.

Employee Signature _____

Date _____