

Christian County Library Job Description

Job Title: Sparta Branch Manager

Type of Position: Full-Time, Exempt

Schedule: 40 hours per week

Reports to: Executive Director

To Apply: Submit [application](#) and resume to ggodber@christiancountylibrary.org

Essential Values of All Christian County Library Employees

All employees of Christian County Library are expected to accept the following values:

Customer Service: Responds to the needs of customers and staff.

Respect: Courteous, reliable, and dependable.

Positive Attitude: Represents the library to customers and staff in a positive manner; promotes a positive work environment

Accountability: Holds one's self accountable for actions and decision

Innovation and Initiative: Ability and willingness to complete assigned tasks

Teamwork: Ability to work on a team

Requirements:

- Bachelor's degree
- Supervisory experience
- At least five (5) years of public library experience

Preferred:

- A masters degree, as in MLIS or similar

Knowledge, Skills, and Abilities

- Excellent communication skills- written and oral
- Basic computer skills- familiar with using internet, Microsoft Office Suite products, email, Google products suite
- Reliable, responsible, dependable, honest, organized, quick learner
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to interact in a positive, effective manner with coworkers, Executive Director, and general public.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace

change. Remains flexible.

- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.
- Be able to lift 30 lbs
- Be able to bend over and pick up books for up to 8 hours
- Must be able to provide three non-family references

Job Responsibilities

The following are the job responsibilities for this position. They are divided into categories with assigned duties that are specific to each section.

Job Responsibility No. 1: Supervise Daily Operations of the Branch

- Scheduling service desk- long term, vacations, sudden sick leave, etc.
- Maintain knowledge of programs being completed within the library and verify all parties involved have what they need
- Be the example of staff procedures to all staff, thus someone they turn to for assistance with questions
- Work with Youth Services to staff to assist with overseeing operations in their department
- Hire staff for the branch with the assistance of another administrative staff member
- Discipline staff according to personnel policies when necessary
- Terminate staff with assistance of Executive Director, HR Solutions representative, and Director of Finance and Business Operations

Job Responsibility No. 2: Supervise the Library Building

- Coordinate meeting room reservations for branch
- Train and schedule PIC (Person in Charge) coverage for their branch
- Complete daily inspections of the building and lot for damaged items and/or trash
- Report any maintenance issues to the appropriate individuals
- Coordinate maintenance projects, as needed

Job Responsibility No. 3: Supervise Circulation and Reference

- Lead the library desk staff in daily operations
- Maintain branch staff schedule
- Make sure library desk staff adhere to policies and procedures
- Train new desk staff employees on circulation practices
- Train new desk staff employees on reference practices
- Assign training alternates, as needed

Job Responsibility: No. 4: Participation in the Administrative Staff Team for CCL

- Attend monthly administrative staff meetings
- Participate in the policy and procedural review for the library
- Attend the Board of Trustees meetings on a monthly basis
- Represent the administrative team to library staff and the people of Christian County

Job Responsibility No. 5: Participation in Community Organizations, Events, Conferences, Trainings, and Workshops

- Plan and present programs outside of the library
- Represent the library at community outreach events
- Promote the library to the community
- Become a member of community groups and participate in their functions
- Record statistical information of programs and events presented
- Attend conferences, training sessions, and workshops when appropriate. Use the information learned in Branch Manager role and share with staff and co-workers

Job Responsibility No. 6: Organization and Presentation of Library Programs for Adults and Branch Displays

- Coordinate branch programming for adults
- Maintain communications with youth services staff regarding programs for children and teens
- Present programs as needed
- Organize branch library material displays and local artist displays

Job Responsibility No. 7: Communication with Co-Workers & Administration

- Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation
- Effective, timely, thorough, and respectful communication with Administration on the following topics:
 - Scheduling requests; Vacation or PTO submitted in writing via Paychex Flex Time 4 weeks in advance
 - Absences, including whether or not employee is using leave for time missed
 - If there is an issue with a co-worker's performance
 - Procedural changes or issues
 - Policy changes or issues
 - Other topics not addressed here
- Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT Ticket document when appropriate

Job Responsibility No. 8: Miscellaneous- Other Duties as Assigned

- Light plumbing and cleaning
- Assist at service desk, as needed
- Coordinate other projects at the Executive Director's discretion
- Assist the Maintenance staff and Executive Director with coordinating building and grounds projects