



**Christian County Library  
Job Description**

**Job Title:** Ozark Branch Manager

**FLSA Status:** Full-Time, Exempt

**Admin Level:** Administrator II

**Reports to:** Executive Director

**Location:** Office at Ozark Community Branch; occasional travel to other branches and community meetings required

**Schedule:** Varied, typically Monday-Friday; some evenings and weekends

**Salary:** Dependent on qualifications, min. \$23.00/hour

**Deadline:** First consideration is **Thursday, December 28**. Review of applications will continue until the position is filled.

**[CCL Employment Application](#)**, resume, letter of interest, and list of references can be emailed to [mmiller@christiancountylibrary.org](mailto:mmiller@christiancountylibrary.org) or mailed to:

Nixa Community Branch

208 N. McCroskey St

Nixa, MO 65714

Attn: Mary Miller

**Summary:** Manage the daily branch operations, supervise staff, participate in administration and leadership for the library district, and engage the community inside and outside the branch.

**Educational and Experience Requirements:**

Minimum:

- Bachelor's degree
- Public library experience
- Supervisory experience

Preferred:

- Master's degree in Library Science or similar

**Duties and Responsibilities** include the following. Other duties may be assigned.

**Manage Daily Branch Operations**

- Schedule appropriately to ensure materials and services are available to patrons
- Schedule appropriately to ensure staff have necessary support and resources and are able to handle incidents and emergencies
- Assist patrons and staff as needed
- Oversee meeting room management
- Ensure library programs are accessible to patrons and ensure staff and patrons have the needed resources
- Demonstrate library policies and procedures by example and ensure staff consistency in carrying out the same
- Ensure accurate and complete management of financial transactions, including handling petty cash, deposits, daily reports, and credit card usage

**Manage Facility Needs**

- Complete daily inspections of the interior and exterior of facilities for damaged items and trash
- Regularly review facilities for safety and security concerns and address as needed
- Report maintenance issues to the appropriate individuals
- Coordinate maintenance projects, as needed
- Perform basic maintenance, including light plumbing and cleaning

**Supervise Branch Staff**

- Create and maintain branch schedules, considering short and long-term needs while allowing for planned and unplanned time off
- Train appropriate staff on circulation policies and procedures
- Train appropriate staff on reference procedures
- Train appropriate staff on Person in Charge duties
- Collaborate with Director of Youth Services for development, training, and evaluation of staff providing services to youth
- Coordinate training for branch staff as needed
- Participate in hiring, evaluation, development, and disciplinary action for branch staff

**Participate in the Administrative Staff Team**

- Attend administrative staff meetings
- Participate in creation and update of policies and procedures
- Review minutes and materials from meetings of the Library Board of Trustees and attend meetings as required
- Submit annual budget requests, make purchases as approved, monitor annual

spending, and report financial needs and use

- Collaborate with other departments as needed to fulfill the library mission
- Stay current on local events, community groups, organizations, and elected officials and update Administration when relevant

### **Coordinate Branch Materials, Services, and Programs**

- Communicate with Collection Services as needed to develop the branch collection and provide physical and digital materials for patrons
- Organize collection displays according to best practices and community needs and interests
- Coordinate art displays and exhibits in the branch according to brand guidelines and library mission
- Collaborate with Adult Services Librarian to provide programming for adults and present as needed
- Collaborate with youth services staff regarding programs for children and teens
- Collaborate with Communications to ensure effective promotion of materials, services, and programs to patrons
- Record statistics for branch traffic, collection use, program attendance, and other library use as needed

### **Participate in Professional Development, Community Engagement, and Library Advocacy**

- Plan and present programs outside of the library
- Represent the library at community events and meetings
- Promote the library to individuals and groups in the community
- Become a member of community groups and participate in their functions
- Attend conferences, training sessions, and workshops when appropriate and share and implement knowledge with library staff as relevant
- Stay current on community resources and inform staff and refer patrons
- Collaborate and partner with community members to fulfill library mission
- Advocate for library funding and support to elected officials in cooperation with Administration

### **Communicate with Administration and Coworkers**

- Prompt response to scheduling needs
- Effective, timely, thorough, and respectful communication with co-workers in person, by phone, in writing, or by email
- Effective, timely, thorough, and respectful communication with Administration about scheduling, absences, staff performance issues, procedures, policies, etc.
- Effective, timely, thorough, and respectful communication with IT on technological issues and use of the IT ticketing system

## **Physical Demands**

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.

- Routinely move up to 30 lbs.
- Routinely move about or position self to access library materials and office equipment on the floor, in bins, and shelves up to 6 feet in height
- Routinely move rolling carts and bins weighing up to 300 lbs.
- Communicate information and ideas accurately so others can understand

## **Knowledge, Skills, and Abilities**

- Proficient computer skills, including internet, office productivity software and email
- Working knowledge of reader interest levels, books, authors, and reference sources
- Current knowledge of library management and patron service trends
- Working knowledge of integrated library systems, online databases, and digital library collection platforms
- Working knowledge of print, non-print, digital, and online information sources
- Working knowledge of patron computer time and print management software
- Ability to work with scanners, printers, photocopiers, and other office equipment
- Ability to set priorities, organize, and coordinate multiple projects
- Ability to present ideas and provide instruction
- Ability to perform with minimum supervision; to work collaboratively in a team environment; and to demonstrate professional standards, good judgment, dependability, and timeliness
- Ability to adapt to multiple demands and changing priorities and accommodate change in work schedule to meet responsibilities
- Ability to demonstrate supervisory, decision-making, leadership, team-building, strategic planning, and conflict resolution skills
- Ability to interact in a positive, effective manner with coworkers, administrators, and the general public