

## BRANCH SERVICES MANGER

---

**Reports To and Supervised By:** Library Director

### General Description

Responsible for the administration, planning, supervision, and operation of three branches and for guiding services to create lifelong users; serves as a member of the Management Team.

### Primary Responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service)
- Helps maintain an environment that provides for the enjoyable and convenient use of library resources
- Stimulates library use for all age groups, through the development of programs, collections, and community outreach
- Provides direct information assistance, equipment instruction, and reader's advisory to users
- Demonstrates a knowledge and appreciation of materials in a variety of formats that constitute a balanced, relevant collection
- Ensures that users of all ages have full access to library materials and services as prescribed by the Library Bill of Rights and Freedom to Read and View Statement
- Develops, implements, supports, enforces, and interprets library policies and procedures
- Selects, trains, supervises, and evaluates branch staff
- Establishes goals and objectives for branch services in accordance with Boyd County Public Library policies and strategic plan
- Prepares administrative reports and oversees budget for branches
- Communicates branch goals, activities, and/or needs to administration, colleagues, and support staff
- Establishes and maintains regular communication and develops cooperative programs with other agencies, institutions, and organizations in the community
- Responsible for upkeep, security, and safety of branches
- Actively participates in committees, training, and other professional activities
- Obtains and maintains Kentucky Department for Libraries and Archives state library certification
- Assists in other departments when required
- Performs other duties as required

### Other Duties Include

- Participating in branch routines including, but not limited to, shelving materials, stocking supplies, answering telephone, and cleaning up as needed (such as straightening up, tidying, organizing, and light housekeeping)
- Assessing the community regularly and systematically to identify community needs, tastes, and resources
- Evaluating service delivery processes, considering alternatives, and recommending effective course of action

### **Other Duties Include (continued)**

- Creating displays to enhance the Library collection and to promote library use
- Monitoring and assisting with patron self-check stations
- Performing all aspects of opening and closing department
- Traveling between location using personal vehicle

### **Qualifications**

- Possess practical judgment and have ability to make objective decisions in order to set priorities and work independently
- Possess excellent organizational skills and be detail oriented, with ability to pay close attention to detail and concentrate on work in an environment that has constant periods of interruptions
- Ability to communicate tactfully and effectively in English (Spanish, sign-language, and other languages helpful): verbally and in writing, with staff and the public, and in person, by telephone, or through electronic medium
- Ability to see and read instructions, documents, materials written in English in print or in electronic formats
- Ability to perform light physical work and to frequently lift and carry 10 pounds
- Possess hand/eye/foot coordination adequate to effectively use office equipment
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty
- Must be able to sit for long periods throughout the work day, with intermittent periods of that require standing for up to 2 hours at a 39-inch counter, walking, bending, overhead reaching, kneeling, carrying, pushing/pulling, and performing a variety of similar body movements
- Possess skill in operating a variety of library office equipment (such as integrated library system (ILS), various computers, fax machine, security systems, and copiers as well as familiarity with Microsoft applications) with accuracy and reasonable speed

### **Experience and Training**

- *Required:* Master's degree in Library Science, five years supervisory experience, and five years progressively more responsible professional library experience, education, and training  
*Preferred:* Experience supervising multiple locations
- Proficiency with information management tools such as Windows applications, Microsoft Office, Internet Explorer, and integrated library systems (ILS)

### **Special Requirements**

- Must possess a valid driver's license
- Ability to work in multiple locations
- Ability to work nights and weekends, including Sundays

---

### **Acknowledgment**

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Branch Services Manager and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

\_\_\_\_\_  
[to be signed by successful candidate]  
Employee's Signature

\_\_\_\_\_  
[start date]  
Date