



Branch Manager

Job Description

Summary: The Branch Manager, under supervision of the Library Director, is responsible for directing all activities of the branch library including operations, resources, and staff. This is a full-time, 40 hours per week position at the Mabel Boswell Memorial Library in Bryant, AR.

Qualifications: Master's in Library Science from an ALA accredited university plus 2 years of supervisory experience required. Strong leadership qualities, sound judgment, self-motivation, and the commitment to providing excellent service in a public library are essential.

Required Knowledge, Skills, and Abilities:

- Computer fluency and willingness to learn new technologies, plus expert level Polaris knowledge
- Knowledge of professional library principles and practices
- Expertise in library's resources, services, classification system, policies, and procedures
- Must like working with people and able to cooperate with other staff
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Ability to make decisions and supervise the work of others. Able to make a schedule to fit patron demand.
- Able to work a flexible schedule, including nights (until 8:00 p.m.) and Saturdays

Responsibilities:

- Supervises branch employees and makes schedule
- Assigns work and tasks to branch employees
- Directs in-house training of new and existing personnel
- Reviews and approves branch employees' timesheets
- Collection Development for branch, including books and supplies
- Familiarizes self with library policies to reach expert level
- Monitors patron behavior and enforces library code of conduct
- Maintains money drawer
- Ensures library is clean, orderly, and that systems and equipment are maintained and functioning
- Books Meeting Room and Heritage Room
- Leads staff and establishes a strong morale among branch employees by keeping informed of library news and cultivating an environment of high motivation
- Works closely with Public Services Manager to ensure processes and policies are followed consistently between locations