

## **DIXIE REGIONAL LIBRARY SYSTEM**

**JOB DESCRIPTION FOR:** BRANCH MANAGER  
**LOCATION:** Edmondson Memorial Library  
**REPORTS TO:** Library Director or Assistant Director

### **POSITION SUMMARY:**

The Branch Manager is responsible for the day-to-day operation of the Branch, including tasks of circulation, readers' advisory, reference, programming, cleaning, etc. Excellent interpersonal relationship skills are required for working with the public.

### **QUALIFICATIONS:**

1. High school diploma or equivalent; college preferred
2. Calhoun County resident or willing to relocate in 6 months
3. Experience in public speaking and language proficiency
4. Thorough understanding of and ability to use the English language
5. Experience in the operation of computers and other office equipment

### **JOB-RELATED SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to coordinate branch activities
- Ability to exhibit good judgment
- Ability to exhibit a friendly and pleasant manner in dealing with the public
- Ability to write legibly, compose and use English proficiently
- Ability to use Microsoft Office Programs
- Ability to place materials in alphabetical order
- Ability to place materials in numerical order using decimals
- Basic knowledge of computers
- Knowledge of electronic systems, including the Internet and digital databases
- Knowledge of the Dewey Decimal system
- Basic math and typing skills
- Some knowledge of and interest in books
- Interest in and willingness to serve people
- Ability to handle money and make change accurately
- Physical ability to shelve materials and show patrons to resources

### **BENEFITS:**

- State of Mississippi vacation, medical leave, and state holidays, paid health insurance, and participation in the Public Employees' Retirement System
- State life insurance and deferred compensation programs available
- Dixie Regional Library System funded dental insurance
- Salary set annually at the discretion of the Board of Trustees

**PART A: GENERAL RESPONSIBILITIES APPLYING TO ALL STAFF:**

1. Understand and support library policies and objectives
2. Carry out duties as instructed by supervisor or director
3. Project a positive image of the library
4. Be punctual and maintain a satisfactory attendance record
5. Communicate clearly and openly with other staff members and with patrons
6. Attend continuing education and library sponsored functions as required, including some out-of-town and overnight travel
7. Ability to use Microsoft Office programs
8. Willingness to work and exhibit a pleasant attitude
9. Ability to follow written and oral instructions
10. Ability to write legibly, type, and spell correctly
11. Ability to establish and maintain effective working relationships with other employees.
12. Physical agility and strength to bend, reach, lift and carry 25 lbs. up to 20% of time
13. Physical ability to move around the library often in performance of duties

**PART B: PUBLIC SERVICE RESPONSIBILITIES:**

1. Be courteous and tactful always
2. Provide information services to patrons by assisting, instructing, and explaining:
  - a) the resources and the arrangement of library
  - b) photocopying and faxing
  - c) using the OPAC (online catalog)
  - d) locating, retrieving, and using resources
  - e) electronic searching and word-processing
  - f) the request process and ILL policies
  - g) explain policies as needed
3. Request assistance from headquarters as needed for reference or technical questions
4. Provide application and explain services for blind and physically handicapped through MLC
5. Monitor computer usage for adherence to policy
6. Coordinate displays and exhibits within the branch library
7. Supervise the development and execution of the Summer Library Program and other outreach programs
8. Conduct library programs (Minimum of four summer reading programs and one program during National Library Week)
9. Perform related public service work as required or assigned

**PART C: CIRCULATION DESK RESPONSIBILITIES AND DUTIES:**

1. Greet the public in a friendly and courteous manner
2. Supervise and conduct all circulation tasks:
  - (a) registering borrowers
  - (b) circulating (checking in and out) materials
  - (c) answering telephone
  - (d) reserving books and notifying patrons
  - (e) stack maintenance; shelving books and reading shelves
  - (g) collecting fines and fees and being accountable for them
  - (h) record daily statistic figures
  - (i) explain policies as needed
3. Mediate problems concerning damaged, lost, and/or overdue materials
4. Recommend magazines and newspapers for branch
5. Suggest books or subject areas for purchase based upon requests from patrons
6. Supervise physical condition of collection by weeding as necessary
7. Perform related work as required or assigned

**PART D: TECHNICAL SERVICE RESPONSIBILITIES:**

1. Send to headquarters Cataloging request form P407 for donated books that meet collection policy criteria
2. Report problems (computer records, item numbers, etc.) to headquarters
3. Assist with removing materials from the collection according to established policy and procedures
4. Return books that need to be mended or rebound to headquarters
5. Send to headquarters form P416 for replacement barcodes, spine labels, and title deletions
6. Email patron loan requests to headquarters as soon as possible
7. Work with administrative assistant to keep an adequate inventory of supplies
8. Perform related technical service work as assigned

**PART E: ADMINISTRATIVE RESPONSIBILITIES AND DUTIES:**

1. Submit the following monthly reports to headquarters:
  - a) Branch activity report
  - b) Account for all money received
  - c) Variations in pay schedules, including substitutes
2. Keep time sheets, noting the use of substitutes
3. Acknowledge gifts and donations to the branch
4. Perform regular housekeeping
5. Identify maintenance issues of the facility to the proper authorities
6. Complete inventory records for furniture, equipment, and computers for headquarters
7. Work with the Library Board and the Friends of the Library
8. Perform related administrative work as assigned

**PART D: DISCLAIMER:**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.