

## **DIXIE REGIONAL LIBRARY SYSTEM**

<b>JOB DESCRIPTION FOR:</b>	BRANCH MANAGER
<b>LOCATION:</b>	Edmondson Memorial Library
<b>HOURS:</b>	29 hours 10:00 a.m.- 5:00 p.m., Mon., Tues., Thurs. 10:00 a.m.- 4:00 p.m., Friday 10:00 a.m.- 12:00 p.m. Saturday
<b>SALARY:</b>	\$10.50/hour
<b>REPORTS TO:</b>	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, housekeeping etc. Excellent interpersonal relationship skills are required for both working with the public and system-wide staff.

### **QUALIFICATIONS:**

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

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

- Ability to coordinate branch activities and events
- 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 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 director or assistant director
3. Project a positive image of the library in the community
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. as needed
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, faxing, and printing
  - 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 a minimum of four Summer Reading Programs
8. Conduct juvenile and adult programs monthly
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 circulation 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. Maintain physical condition of collection by weeding as necessary

**PART D: TECHNICAL SERVICE RESPONSIBILITIES:**

1. Send to headquarters Cataloging request form P407 for donated books you wish processed for your branch library
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 for personnel, noting the use of substitutes
3. Acknowledge gifts and donations to the branch
4. Identify maintenance issues of the facility to the proper authorities
5. Work with the Branch Advisory Board and/or the Friends of the Library
6. Attend local funder meetings and act as liaison to local funding entity
7. 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.