

SALARY: \$33,000 - \$39,000/year DOQ

Full-time: 35 hrs/week

Location: Westgate Branch

JOB TITLE: Branch Manager



GENERAL STATEMENT OF DUTIES: The Westgate Branch Manager performs advanced administrative professional library work and is responsible for the day-to-day supervision and efficient operation of all aspects of a community library including: collections, staff, facilities, programs, customer relations, promotion, partnerships, outreach, etc. He/She is expected to be a team leader with the ability to exercise considerable independent judgment and effectively manage and motivate staff to deliver impactful customer-centric library services for the community in concert with the DHCLS Strategic Plan.

SUPERVISION RECEIVED/GIVEN: Works under the direct supervision and guidance of the DHCLS Library Director. Supervises 7 PT and 1 FT Library Assistants. Provides ancillary supervision to 2 PT custodians. Is a member of the DHCLS Strategic Management Team (SMT).

JOB DUTIES:

- ◆ Responsible for performance standards and overall delivery of library services to all Westgate library users
- ◆ Assigns, supervises and evaluates the work of library staff
- ◆ Creates and maintains staff schedules, work plans, and identifies staff training needs
- ◆ Interprets and applies library policies and procedures to specific library situations and suggests possible policy improvements
- ◆ Works to ensure appropriate and well-balanced collections. Selects materials for purchase within allotted budget
- ◆ Advocates for branch improvements. Prepares budget/funding requests
- ◆ Seeks potential grant funding and oversees the execution of branch-level grant-funded projects
- ◆ Promotes the library and its collections/services through social media and other marketing avenues
- ◆ Identifies programming ideas in response to neighborhood needs and evolving community conditions
- ◆ Initiates contacts in the community and forms effective community partnerships
- ◆ Attends weekly admin meetings. Works collaboratively with other members of the Strategic Management Team (SMT)
- ◆ Monitors and reports on any deficiencies to the maintenance and security of the building & grounds
- ◆ Maintains necessary statistics
- ◆ May be required to work some evenings and weekends, and attend professional conferences/meetings

EDUCATION/QUALIFICATIONS

- ◆ High School Diploma
- ◆ Minimum of 3 years of progressively responsible library work experience
- ◆ Must have been previously employed in a lead worker or supervisory role
- ◆ Must be able to successfully pass a background check
- ◆ Valid driver's license and normal risk insurability preferred

KNOWLEDGE, SKILLS, ABILITIES:

- ◆ Demonstrated leadership ability to plan work, motivate, train, and supervise staff
- ◆ Knowledge of current trends and new techniques in public libraries
- ◆ Ability to communicate effectively
- ◆ Demonstrated knowledge of principles of Collection Development in libraries
- ◆ Able to perform all DHCLS Library Assistant job duties as delineated in Library Assistant job description
- ◆ Ability to learn and/or operate library technology systems, software, and other job-related equipment.
- ◆ Ability to work independently, make decisions in a fast-paced environment, and exercise sound judgment

PERSONAL ATTRIBUTES:

- ◆ Professional demeanor with a neat personal appearance. Dependable with a strong work ethic
- ◆ Passionate about public library work with a strong customer service and community service orientation
- ◆ Active listener, forward thinker, organized, detail-oriented. Respects and maintains confidentiality
- ◆ Possesses a calm demeanor with an outgoing, positive, and sociable attitude
- ◆ Works effectively in a diverse team environment, demonstrating good judgment, empathy, and high ethical standards

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. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Will require driving to various locations. *(This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.)*

To apply for this position, please send a detailed cover letter & resume by Nov 30, 2017 via regular mail to:

Dothan Houston County Library System, Attn: Library Director, 445 North Oates Street, Dothan, AL 36303

For any inquiries regarding this position, please email: director@dhcls.org