

**BRANCH MANAGER: Hartford Public Library** seeks creative and flexible individual to manage a branch location. Qualifications: Masters degree in library science from an ALA-accredited institution with a minimum of two years experience and training. Previous supervisory/managerial experience required, preferably in a service organization. Candidate must have general computer proficiency, including knowledge of library software and Microsoft Office products; ability to communicate effectively and establish and manage effective working relationships with users, employees, supervisors, and the general public; and possess communication skills necessary to resolve issues with library users. Full job description and application are available from the Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. A completed signed application must be received in order to be considered for this position.

**Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply. **E.O.E.**

#### **SUMMARY OF RESPONSIBILITY:**

The Branch Manager has overall responsibility and accountability of all functions of a library branch. This includes the management of the public service operations including circulation, adult services, youth services, and security. This position is also accountable for training, scheduling and evaluating staff and assists in short-term and long-term planning in the assigned branch. The Branch Manager works with the development of the branch's collections and programming efforts, and supports in all areas of administration. This position ensures the highest level of service is provided by staff to all customers.

#### **Essential Functions:**

- Plans, directs and supervises branch employees; recruits, recommends hires, trains, disciplines staff; prepares work assignments and schedules.
- Promotes an environment of staff growth and development. Works with staff on growth goals and strong individual and branch performance.
- Implements established policies, rules and regulations, standards of conduct and work attendance. Responsible for scheduling that ensures adequate staffing on public desks.
- Maintains open communication with all staff.
- Prepares statistical reports as requested monthly and annually.
- Works closely with the Facilities Department to oversee the maintenance of the library building and grounds; routinely evaluates space needs and adjusts use of existing space as needed; recommends any alterations in existing building.
- Ensures all equipment, materials and supplies are ordered to meet required inventories.
- Supervises collection development based on needs of community and library, on objectives and policies of library, and in keeping with budgetary limitations.
- Ensures that worthwhile reading lists have been researched and developed for special interest groups such as children, students, elderly, cultural or business organizations.
- Coordinates work assignments, schedules and training for volunteers.

- Participates in community activities and maintains contacts with local officials, organizations and library customers in order to interpret the services and objectives of the library.
- Develops and delivers reports and presentations to senior HPL management as needed.
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Provides welcoming customer service to all customers.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

**Other Functions:**

- Prepares library grant requests to the state and federal governments, and private funding sources.
- Attends professional meetings, maintains active membership in state, regional, and national library associations; participates in activities of professional organizations;
- Performs related duties as required.

**The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.**

**QUALIFICATIONS AND COMPETENCIES:**

- Masters' Degree in library science from a school accredited by the American Library Association is required.
- Minimum three years of increasingly responsible leadership experience in the public library profession required.
- Minimum of two years of supervisory experience is required.
- Thorough knowledge of the principles, practices and techniques of modern library operation and administration.
- Thorough knowledge of and background in various types of informational materials in a variety of formats including electronic.
- Strong commitment to working within a team environment is required.
- Solid working knowledge of all MS Office suite software is required.
- Knowledge of various technologies including social media is required.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Strong public relations skills.
- Ability to provide welcoming and effective customer service.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make a sound decision.

- Ability to work a varied schedule inclusive of evenings and weekends.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Access to reliable transportation is required.
- Ability to deal effectively with elected officials, and other public constituencies.

**Mental and physical requirements:**

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Must be able to travel to all facilities within the city, during all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.