

Hartford Public Library

Branch Manager

P-III

Non-bargaining unit

Reporting to the Public Services Director, the Branch Manager is responsible for the smooth operation of a library branch. This includes the management of the public service operations of the branch library including circulation, adult services, youth services, and security. The incumbent is also responsible for training, scheduling and evaluating staff and assists in short-term and long-term planning in the assigned branch. The incumbent works with the development of the branch's collections and programming, and assists in all areas of administration.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Answers reference questions, performs readers' advisory services, and works public service desks.
- Promotes community use of the branch library by speaking to community groups and through other community contacts.
- Develops and presents library sponsored programs for all age groups including working with educators for class visits and library instruction.
- Act as an advocate for branch services.

STAFF DEVELOPMENT

- Responsible for the organization, supervision and effectiveness of Circulation, Adult Services, Youth Services, and Security. This includes promoting an environment that encourages input from all staff, sets high standards and encourages all library staff members to provide exceptional customer service.
- Recommends selection, supervises, trains and evaluates assigned personnel, maintains accurate work records.
- Enforces 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.

COLLECTION DEVELOPMENT

- Participates in the selection of materials for the branch.
- Evaluates the branch collection using information from users, potential users, and standard weeding and evaluation tools.
- Works with the other Branch Managers and Senior Branch Managers to ensure a well rounded collection both in the branch and within the system.

ADMINISTRATIVE

- Under the general supervision of the Public Service Director, formulates goals, plans and procedures for the branch library.
- Directs and coordinates the activities of the branch in conjunction with the overall policy and regulations of the Library.
- Assists in planning and preparing the annual budget for the branch library. Prepares statistical reports as requested monthly and annually.
- Monitors maintenance of the building and assumes responsibility for reporting on general condition of the building and repairs needed to the Public Service Director and the Library's Facilities Manager.
- Monitors maintenance of library furnishings and equipment.
- Prepares daily, monthly, and annual reports as required.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.

PROFESSIONAL

- Maintains current knowledge in library principles and practices and in human resources management.
- Reads professional journals regularly.
- Maintains membership in professional organizations such as CLA and NELA and actively participates as work and personal time allow
- Serves on professional and community committees/boards where appropriate

POSITION QUALIFICATIONS

- Masters degree in library science from an ALA-accredited program.
- Previous Library experience highly desirable.
- Previous supervisory/managerial experience required, preferably in a service organization.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Considerable knowledge of staff management. Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Knowledge of selection and classification of library collection helpful.
- Thorough knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Possess a broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds