

BARNEY LIBRARY BRANCH MANAGER

Date: December 21, 2021

Position: Barney Library Branch Manager

Department: Barney Library

FLSA: Exempt

Reports To: Executive Director

Supervises: All Branch Employees

SUMMARY OF RESPONSIBILITY:

The Barney Library Branch Manager has overall responsibility and accountability of all functions of the Barney Library Branch. This includes the management of the public service operations including lending services, adult services, youth services, outreach services and building security. This position is also responsible for the training, scheduling and evaluation of staff and assists in short-term and long-term planning for the Barney Library Branch. The Branch Manager coordinates the development of the Barney Library's print and non-print collections and programming efforts and supports the Branch staff in all areas of administration. This position ensures the highest level of service is provided by Branch staff to all those who visit the Branch, whether in-person or virtually, in order to access library and information services.

Essential Functions:

- Provides a warm, inviting and welcoming environment for all library patrons.
- Plans, directs and supervises branch employees; helps recruit, hire, train and evaluate staff; prepares work assignments and schedules.
- Promotes an environment of staff growth and development. Works with staff on short-term and long-term goals and supports individual and overall branch performance.
- Implements staff policies and procedures established by the Library's Board of Trustees and the Executive Director, conduct, work attendance and performance standards.
- Responsible for scheduling that ensures adequate staffing on the main public service desk.
- Maintains open communication with all staff and schedules formal and informal staff meetings in order to address issues relating to the Barney Library and its operations.
- Prepares monthly and annual reports, including statistical reports, as requested by the Executive Director.
- Works closely with the Facilities Manager to oversee the maintenance of the Barney Library's building and grounds; routinely evaluates space needs and adjusts use of existing space as needed; recommends any alterations in furniture, shelving and public amenities.
- Ensures all staff equipment, materials and supplies are ordered to meet annual needs.
- Supervises print and non-print collection development based on the needs of the community and the library as outlined in the Libraries' Collection Development Policy within annual budgetary guidelines.

- Ensures that worthwhile reading and viewing lists are researched and developed for special interest groups such as children and parents, students, teens, seniors and the elderly.
- Coordinates work assignments, schedules and training for branch volunteers.
- Participates in community activities, particularly those happening in Farmington Village, and maintains contacts with local officials, organizations and library patrons in order to promote library services and find out how the Barney Library Branch can serve local needs.
- Serves as a member of the Libraries' management team and attends regular management meetings, either virtually or in-person.
- Develops and delivers reports to the Executive Director, Assistant Library Director and other supervisory staff, as needed.
- Stays informed about current library trends, including library information technology, in order to meet the reading, viewing, listening and technology needs of the community.
- Works with the Executive Director and the Facilities Manager to ensure safe working conditions for the staff and the public. Takes appropriate action in building emergencies.
- Positively reflects the Farmington Libraries' mission, vision, and values to the staff and the public.
- Works with the Information Technology Assistant to ensure the latest software and hardware is available for the public and staff at the Barney Library.
- Works with the Marketing and Communications Librarian to create programming flyers and related website content for the Barney Library.
- Works with staff at the Main Library on library-wide programs and works with the Children's Services Librarian on services relating to the needs of children, parents and caregivers.

Other Functions:

- Works with the Executive Director and the Assistant Library Director to research and prepare requests to local, state and federal grant-funding authorities, as well as private funding sources, when appropriate.
- 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, or equivalent education and experience is required.
- Minimum of three years of increasingly responsible leadership experience in a public library, school library or museum setting is 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 non-print and electronic resources for children, teens and adults.
- Ability to provide welcoming and effective customer service to all ages and interests is required.

- Strong commitment to working in a team environment is required.
- Solid working knowledge of all MS Office suite software and ability to use both the public and staff sides of the Libraries' Integrated Library System (ILS) is required.
- Knowledge of various technologies, including social media is required.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, including support staff, co-workers, library administration and supervisory staff, members of the public and others.
- Solid written and verbal communication, listening, organizational and priority setting skills.
- Strong public relations, communications and marketing skills.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make sound decisions.
- Ability to work a varied schedule including some 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 local elected officials, community groups 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.