

DATE PREPARED: AUGUST 2019

POSITION: BRANCH SUPERVISOR (GIB,WDV)

REPORTS TO: DIRECTOR

CLASSIFICATION: BRANCH SUPERVISOR (Grade 14)

BASIC FUNCTION: The position of Branch Supervisor directs all operations of the Branch.

SUBORDINATES: This position supervises branch clerks, branch pages, and staff who are employed to provide cleaning and grounds keeping services at the branch library.

NATURE AND SCOPE: This position reports to the Director. The individual is responsible for the proper operation of the branch library. This position requires considerable contact with the public. Direct supervision may be minimal. Activities include, but are not limited to, performing circulation and registration, answering directional and basic reference questions, and presenting, overseeing, and publicizing programs. The incumbent works closely with other staff as necessary.

PRINCIPAL ACCOUNTABILITES

Ensures the efficient and effective operation of the branch.

Supervises staff effectively.

Provides programming and publicity and participates in selection of branch materials.

Answers directional and basic reference questions correctly and completely.

Performs all circulation routines and responsibilities efficiently and effectively.

Serves patrons in a courteous and business-like manner.

ESSENTIAL DUTIES OF THE POSITION (Other duties appropriate to the classification may be assigned as necessary)

Administers the branch library.

Informs the director of activities and issues that need attention.

Supervises branch staff, including but not limited to, training, evaluating, and scheduling staff.

Answers directional and basic reference questions accurately and in a timely fashion.

Performs circulation, registration, and delivery routines.

Coordinates attendance at meetings and workshops for training of branch staff.

Participates in the selection of new materials for the branch collection, and in maintenance of the collection by weeding.

Coordinates the acceptance of gifts and memorials to the branch.

Performs clerical, paging, and light custodial duties.

Creates library displays.

Reconciles and delivers weekly deposit and orders branch supplies through administrative office.

Provides and publicizes a wide variety of programs to meet community needs.

Prepares annual department budget request for the Branch.

Keeps abreast of trends and advances in the profession.

Keeps abreast of local community issues, news and events.

ACCEPTABLE SKILLS, KNOWLEDGE, AND ABILITIES

Knowledge of basic library materials, routines and practices including, but not limited to, circulation and registration routines; general knowledge of the practices and techniques of reference work and reference materials and sources; knowledge of word processing and other clerical routines; ability to learn library routines, rules, procedures and policies; adaptability to change; ability to work alone with limited supervision; ability to learn computerized routines; ability to type and work on word processing; ability to maintain a neat, clean appearance in keeping with the established dress code; ability to relate to and communicate pleasantly and effectively with patrons; ability to communicate clearly, orally and in writing; ability to work effectively with other staff; ability to organize; ability to supervise.

REQUIREMENTS AND QUALIFICATIONS

An undergraduate degree from an accredited college or university required, management experience preferred. Demonstrated customer service skills and a commitment to excellent public service required. Any combination of experience and/or training that provides the required knowledge, skills, and abilities will be considered. Must be able to meet the flexible scheduling requirements of the library. Ability to perform the major functions of the position required. Possession of a valid driver's license required.