

NEWBERRY COUNTY LIBRARY SYSTEM

POSITION TITLE: BRANCH MANAGER

LOCATION:	Whitmire War Memorial Library, Whitmire, SC
REPORTS TO:	Library Director
STARTING WAGE:	Commensurate with experience
EMPLOYMENT CATEGORY:	Full-Time (37.5 hours per week)
WORK HOURS:	Monday through Saturday; Hours are dependent on branch hours

GENERAL STATEMENT OF JOB:

The purpose of this position is to manage and supervise daily functions of a branch library of the Newberry County Library system, ensuring safe, effective and efficient operations, and to perform related professional, supervisory and administrative work as required.

MINIMUM TRAINING AND EXPERIENCE:

A Bachelor's Degree is required. An MLIS is preferred. Must be detail oriented, possess excellent verbal and written communication skills, and be able to engage with the public.

Previous experience working in a library setting or a combination of training and experience that provides the requisite skills is desirable.

ESSENTIAL JOB FUNCTIONS:

Plans and administers the programs, activities and personnel of the Newberry County Library system's branch library in conjunction with the Library Director

Specific duties include, but are not limited to:

- Supervising subordinate staff including scheduling, instructing, planning and assigning work, reviewing work, maintaining standards, helping to select new employees, helping to act on employee concerns, and helping to recommend employee discipline and discharge as appropriate.
- Participating in training and development programs for branch staff.
- Engaging the public in a professional and courteous manner.
- Planning, coordinating and implementing Library activities and programs, including those with other libraries, local schools, community and special-interest organizations, government agencies, etc., as appropriate.
- Assisting with collection development
- Providing readers' advisory services to patrons; answering reference questions; assisting Library patrons in using various resources and equipment of the Library, including the Internet; interpreting Library policies and procedures for the public.

- Receiving and responding to public inquiries and/or concerns regarding Library programs and services in conjunction with the Library Director.
- Maintaining professional and appropriate communication with the Library Director and subordinates regarding branch operation.
- Performing routine administrative / clerical work as required, including but not limited to attending meetings, entering and compiling computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes, assembling materials, answering the telephone, etc.
- Attending continuing education classes, professional meetings, conferences, seminars and/or workshops to maintain knowledge of current theories and trends in public library operations and technology as needed or where appropriate.
- Performing other duties as assigned.

PHYSICAL /OTHER REQUIREMENTS:

1. The Branch Manager must be able to communicate well, both orally and in writing, with patrons and library staff.
2. Computer skills are a necessity.
3. Must be able to operate office equipment.
4. Must be able to lift and carry 25 to 50 lbs.
5. Must be able to climb ladders and work overhead.
6. Must be able to bend, stoop, or squat.

GENERAL INSTRUCTIONS:

This position will remain open until filled. Email resume to Abigail Fuller, Director of the Newberry County Library System at afuller@newberrycounty.net. **DO NOT FILL OUT A NEWBERRY COUNTY ONLINE JOB APPLICATION.** Only qualified applicants will be considered for an interview and references will be requested further into the interview process. The Newberry County Library System is an Equal Opportunity Employer.

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