

BRANCH MANAGER II

Location: Calvert Library Prince Frederick

Department: N/A

Organizational Relationship:

Reports to: Director

Supervises: Department Supervisors

FLSA Status: Exempt

Job Summary:

Manages and directs the daily operations and activities of a full-service library including reference services, children's services and circulation services; supervises assigned staff; performs other duties as assigned.

Values

Calvert Library has adopted the following core values that drive both internal operations and relationships with customers and partners:

- We embrace change, take risks, and learn from mistakes.
- We collaborate within our library locations, our community, our region and our state.
- We value individual creativity and diversity.
- We learn and facilitate the learning of others as a means to empower and transform lives.
- We engage and build community.

Essential Job Functions

- Monitors scheduling, staffing, and workloads in all departments
- Supervises, schedules, trains, coaches and evaluates the work of assigned staff
- Participates in selecting and training new staff
- Reviews and approves timesheets of assigned staff
- Serves as facility manager ensuring maintenance of physical facility, grounds and equipment
- Supervises maintenance of branch collections and ensures currency and quality of overall branch collection
- Represents branch staff to Director and serves as an administrative liaison
- Reviews and analyzes community information, collection performance, and registration data to increase circulation and attendance at classes and events
- Controls all cash money collected in branch and makes bank deposits as needed, which may include use of an employee's personal vehicle
- Sets and evaluates personal and branch goals in alignment with Calvert Library's Strategic Plan and assists supervisors and other staff with same
- Responds to unresolved public inquiries or refers them to Director
- Markets and promotes branch collections & services
- Greets customers and responds to reference and reader's advisory requests using model reference and reader's advisory behaviors
- Assists in formulating system policies, quality standards, and rules
- Serves as a community liaison by maintaining communication with local groups

and community leaders and participating in community events, including library tours

- Maintains confidentiality of customer and personnel information
- Maintains records (time sheets, petty cash, inventory, etc. as needed)
- Maintains professional growth and development through workshops, seminars, conference attendance, professional affiliations, etc.
- Participates in meetings, teams/committees/workgroups, outside events and training opportunities as appropriate.
- Serves as liaison for branch to Southern Maryland Regional Library Association
- Performs other duties as assigned

Special Duties (Employees may or may not be asked to perform any of these duties.)

- Represents Director as needed at meetings and community events
- Serves as Acting-Director as needed including approving payroll and purchase requisitions, and signing invoice approvals
- Plans and conducts programs in collaboration with administrative team
- Fills in for other staff as needed (may be at another branch)
- Recommends materials for special purchases as requested by Director (gifts, donations)

Knowledge, Skills, and Abilities

Knowledge of--

- Techniques for interviews, hiring decisions
- Information sources and search tools
- Circulation procedures and policies
- Principles and practices of reference and reader's advisory services
- Principles and practices of collection development and maintenance

Ability to--

- Deliver excellent internal and external customer service
- Operate office equipment, fax, copier, computer
- Schedule, supervise, assign, train and evaluate the work of others
- Evaluate building facility and grounds and make recommendations for improvements
- Communicate effectively orally and in writing
- Develop and present programs
- Serve as a community liaison
- Establish and maintain effective working relationships with others encountered in the work place

Required Education/Experience:

- MLS from an ALA accredited institution and advanced professional library certificate from Maryland State Department of Education or eligibility with four years library related experience with two years in a public library
- Two years supervisory experience
- Working knowledge of library skills and techniques

Physical Demands:

- Work requires no unusual demand for physical effort
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, training rooms, and libraries, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

Revised: 8/17