Branch Manager II - Ollie Burns
Min. beginning hourly wage: $18.2711 / Annual: $38,003.97

ANSWERS TO: Director or Designated Administrator
NATURE OF WORK
>   Overview, coordinate, organize and direct the operations of a branch library

ESSENTIAL DUTIES AND RESPONSIBILITIES
>   Select, train, schedule, supervise and evaluate staff
>   Promote programs in all departments—children's, young adult, adult
>   Ensure the public served is assisted in a timely and courteous manner
>   Know the community served and assess the collection and program needs of that community
>   Ensure library policies and procedures are followed
>   Account for funds received and expended
>   Prepare reports of use and activities
>   Continually monitor building and grounds
>   Make the administration aware of needs for the branch
>   Prepare and justify staff payroll
>   Serve on internal committees as required
>   Responsible for collection development for the branch
>   Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
>   Considerable knowledge of the principles and practices of library management
>   Skill in the use of computers and other office equipment
>   Supervisory, coaching and management skills
>   Ability to communicate effectively, both orally and in writing
>   Ability to establish and maintain effective working relationships with co-workers and the public

PHYSICAL REQUIREMENTS
>   Work is performed in office environment and requires sitting, standing, stooping,walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally. Common abilities such as mobility and dexterity.

DESIRED QUALIFICATIONS
>   B.S. degree with minor in Library Science and 2-4 years of library experience with some supervisory experience

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.