POSITION TITLE: LIBRARY BRANCH MANAGER I - WEST BRANCH LIBRARY

MAJOR FUNCTION:
This is professional library work at a managerial and supervisory level involving responsibility for administration and operation of a small branch library. Work is performed under the general supervision of the Library Director or Assistant Director and in cooperation with other staff with system-wide responsibilities. Work is performed independently within established guidelines and is reviewed through conferences, reports and observation of results obtained.

TRAINING AND EXPERIENCE:
Minimum Training: Bachelor of Science degree from a four-year college or university, one year library experience and one year customer service experience. A comparable amount of training, education or experience may be substituted for the above minimum qualification.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of standard library principles, methods, materials and practices and of the theory and objectives of a public library system. Demonstrated management and supervisory skills. Knowledge of literature and the ability to share this knowledge. Ability to work a flexible schedule, including days, evenings and weekends. Ability to set priorities and meet multiple deadlines. Knowledge of community agencies, services and resources. Ability to work with little supervision and to use independent judgement to resolve staff and user concerns. Excellent oral and written communication skills. Demonstrated ability to plan and present programs. Ability to use microcomputers, computer programs and databases. Ability to deal with diverse elements simultaneously. Ability to understand and apply highly complex policies and procedures. Ability to plan, assign, coordinate and evaluate the work of others. Ability to train and instruct library personnel, volunteers and public. Ability to deal effectively with library users, employees and the general public and to remain calm in stressful situations. Ability to communicate performance feedback in a timely and direct manner. Ability to deal with details. Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals. Ability to use empathy when understanding others’ perspectives, needs, concerns and culture. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, and to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to operate a computer with printer, bar code scanner, calculator, telephone, fax machine, photocopier, and various audio and video equipment in the completion of tasks.

SALARY: $18.72 per hour

DEADLINE FOR RECEIVING APPLICATIONS: 12/06/2022

Each applicant is required to submit a completed County Application for Employment. Successful applicant must be able to pass a pre-employment physical and drug screening. Applications should be submitted to: COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
Post Office Box 1529
Lake City, Florida 32056-1529
(386) 719-2025; TDD (386)758-2139

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
VETERANS’ PREFERENCE
ADA COMPLIANCE
ESSENTIAL FUNCTIONS
These functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as assigned. Oversees operation of branch library in accordance with established policies and procedures. Plans, supervises and coordinates the activities of a branch library. Supervises schedules, coordinates and evaluates paraprofessional, clerical, custodial and volunteer personnel assigned to the branch and assists in selection of staff. Oversees maintenance of library facility and equipment. Trains and assists library staff and library users in use of collections, databases and equipment. Interprets library policies and procedures to staff and public and carries out policies and procedures. Assists users in selection and location of library materials. Provides library service to users including, but not limited to: assisting public with reader’s guidance information and reference; assisting and instructing users of electronic and print resources; checking materials in and out; filling requests; shelving materials in designated order; registering borrowers; collecting monies and issuing receipts and making change; assisting in use of photocopier and other equipment; answering the telephone; emptying book drop; maintaining and promoting excellent customer service in assigned areas of responsibility. Participates in collection development and maintenance, consulting book reviews, publishers’ and vendors’ catalogs and other sources to recommend acquisitions and examines donations for potential usefulness. Represents the library system in activities with other department, governmental and private agencies. Develops goals and objectives for branch in cooperation with county-wide library system policy and based on community needs and communicates with library administration regarding branch needs. Recommends purchases of equipment, materials, supplies and services. Participates in planning and policy development activities for the library system. Evaluates programs, collections and services of branch library. Prepares and presents programs in the library or to school and community groups on an outreach basis. Coordinates publicity and promotional activities with library system and with local media. Troubleshoots problems with automation and other equipment and initiates requests for repair and maintenance. Maintains financial and other records, prepares reports and assists with preparation of budget. Prepares cash reports and may prepare and make bank deposits. Performs clerical duties which may include: completing, sorting and filing registration forms, typing correspondence, checking in mail and faxes, preparing requested materials, making photocopies and operating various equipment. Applies a working knowledge of all aspects of the library’s automated system pertaining to this position and resolves system use problems for less experience workers. Accurately updates and adds records to the system, as required. Maintains access to Library’s materials collection by implementing circulation control procedures and by preserving the physical condition and order of collections. Inspects materials for damage and follows through with established procedures for lost and damaged materials. Routes items through interlibrary loan or reciprocal borrowing. Searches for reserve, rotation, missing, claims returned lost and other materials and recommends replacements as needed. Performs opening and closing duties, including floor duty and lock-up procedures.

NON ESSENTIAL FUNCTIONS
Performs other duties as assigned.
Mends used materials and processes new material.
Designs and prepares various decorations, bibliographies, exhibits or displays.
Necessary building maintenance of the facility, which may include but is not limited to: empties trash, vacuums, sweeps and wipes down surfaces as needed.

WORK ENVIRONMENT:
Primarily in Library. Occasionally in day care centers, schools, malls and other community locations.
CUSTOMER SERVICE:
This is a front-line position for providing excellent customer service in person, by mail, by email and by telephone. Works extensively with the public and with library staff. Works with other library and county departments and frequently with individuals in administrative or professional positions. Consultation on problems requires judgment and tact in presentation to obtain cooperation or approval of action to be taken. Includes contacts of some importance outside library.

SUPERVISION:
Responsible for directly and regularly supervising work of one or more employees as well as volunteer and community service workers. Duties include assigning, directing, evaluating and reviewing work of subordinate employees. Responsibilities include providing orientation and on-the-job training; evaluating performance, recommending selection of new staff, promotions, status changes and discipline; and planning, scheduling and coordinating work operations.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of standard library principles, methods, materials and practices and of the theory and objectives of a public library system. Demonstrated management and supervisory skills. Knowledge of literature and the ability to share this knowledge. Ability to work a flexible schedule, including days, evenings and weekends. Ability to set priorities and meet multiple deadlines. Knowledge of community agencies, services and resources. Ability to work with little supervision and to use independent judgement to resolve staff and user concerns. Excellent oral and written communication skills. Demonstrated ability to plan and present programs. Ability use microcomputers, computer programs and databases. Ability to deal with diverse elements simultaneously. Ability to understand and apply highly complex policies and procedures. Ability to plan, assign, coordinate and evaluate the work of others. Ability to train and instruct library personnel, volunteers and public. Ability to deal effectively with library users, employees and the general public and to remain calm in stressful situations. Ability to communicate performance feedback in a timely and direct manner. Ability to deal with details. Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals. Ability to use empathy when understanding others’ perspectives, needs, concerns and culture. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, and to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to operate a computer with printer, bar code scanner, calculator, telephone, fax machine, photocopier, and various audio and video equipment in the completion of tasks.

ESSENTIAL PHYSICAL SKILLS/DEMANDS:
Acceptable eyesight (with or without correction) with vision requirements including close, distance, color, peripheral, depth perception and the ability to adjust focus. Acceptable hearing (with or without correction). Ability to communicate both orally and in writing. Ability to sit, stand, walk, use hands to finger, handle or feel and reach with hands and arms. Ability to climb or balance, stoop, kneel and crouch and occasionally crawl. Noise level is moderate. Ability to lift and carry up to 50 pounds.

OTHER REQUIREMENTS:
Florida Driver’s License by date of employment. Must be a resident of Columbia County within six months of date of employment.

HOURS – Up to 40 hours per week, including some nights and/or weekend hours.