

## **Aulds Branch Manager**

### **DESCRIPTION:**

The Aulds Branch Manager oversees day to day operations of a large branch library. Duties include staff scheduling, attention to physical branch facility, selecting, training and evaluating branch staff. Work also includes developing and implementing programs, services and special events to promote use of the library branch and related work as required. Reports directly to the Library Director and Assistant Director.

For complete job description, see <http://www.bossierlibrary.org/jobs/>.

### **QUALIFICATIONS** (for complete list of required qualifications, see job description):

- Master of Library Science from an ALA-accredited institution
- Public library service experience with documented evidence of managerial and administrative effectiveness
- Knowledge of library practices and principles

All offers of employment are contingent upon the successful completion of a substance abuse test and criminal background check.

### **SALARY:**

\$41,000-\$42,000

### **BENEFITS:**

Vacation and sick leave, holidays, medical, dental, and life insurance, retirement and education allowance.

### **TO APPLY:**

Send cover letter, resume and references to:

Bossier Parish Library  
Heather McEntee, Assistant Library Director  
2206 Beckett Street  
Bossier City, LA 71111  
Phone: 318-746-1693  
Fax: 318-746-7768  
Email: [hmcentee@state.lib.la.us](mailto:hmcentee@state.lib.la.us)

This position is open until filled. The Bossier Parish Library is an equal opportunity employer.

**JOB TITLE:** Branch Manager  
**CLASSIFICATION:** Specialist II  
**LOCATION:** Bossier Parish Library - Aulds Branch  
**REPORTS TO:** Administration (Library Director & Assistant Director)

## **JOB SUMMARY**

The Aulds Branch Manager oversees day to day operations of a large branch library. Duties include staff scheduling, attention to physical branch facility, selecting, training and evaluating branch staff. Work also includes developing and implementing programs, services and special events to promote use of the library branch and related work as required.

## **ESSENTIAL FUNCTIONS OF THE JOB**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

## **LEADERSHIP AND MANAGEMENT**

1. Perform job tasks, make decisions and support the success of the entire Library system and its overall goals
2. Understand and enforce the Library's policies and procedures, while safeguarding confidential and restricted information
3. Set long- and short-range goals, objectives, strategic plans, and priorities and keep staff and administration informed of these goals and plans
4. Contributes to a productive workforce through effective recruitment and selection
5. Leads and empowers employees to deliver effective, high-quality library service
6. Establishes effective strategies for performance management
7. Understands and applies legal standards and requirements for performance management
8. Demonstrate critical thinking, problem solving, decision making, and mediation skills and techniques
9. Contributes effective strategies and decisions regarding library services and resources
10. Align efforts with the vision and direction of the organization
11. Demonstrate an aptitude for leadership
12. Anticipates and adapts to change and challenges effectively

## **COMMUNICATION AND INTERPERSONAL**

1. Develops and evaluates standards and practices for the delivery of quality customer service
2. Communicates effectively with a variety of audiences and individuals from diverse backgrounds
3. Applies effective techniques to address difficult situations with users
4. Develops and maintains effective relationships with others to achieve common goals
5. Works effectively in teams with strong team-building skills and attitudes
6. Applies effective strategies to manage organizational politics, conflict and difficult staff behaviors

## **PUBLIC SERVICES**

1. Defines and implements outreach services for the library community to increase use of the library services and to reach underserved populations

2. Designs, implements and sponsors library programs that offer information, special skills or entertainment for all age groups
3. Assists users with choosing popular and recreational reading, viewing and listening choices
4. Develops strategies and sources to stay well-informed as a readers' advisor
5. Facilitates library users' requests for information
6. Provides search and retrieval of requested information and presents results that are clear and of appropriate scope
7. Builds and maintains a collection of resources in many formats based on a determination of community needs
8. Provides informal instruction and assistance to build skills of library users

## **COMMUNITY RELATIONS**

1. Demonstrates the impact and value of the library to the community through ongoing evaluation and assessment of library services
2. Builds support for the library, using the most appropriate methods among a variety of groups by communicating the value of library services, products and policies to library staff, key stakeholders, user groups and the community
3. Forms strategic partnerships with community organizations

## **FACILITIES**

1. Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
2. Creates and maintains a healthy and safe environment for library staff and users

## **TECHNOLOGY**

1. Possesses computer and technology skills necessary for effective communications and presentations
2. Familiarity with emerging technological trends and tools
3. Uses Web tools and social networking communities to engage with and provide services to users
4. Keep informed about issues, services, emerging technologies, research and innovations related to libraries and relate these ideas, procedures, or projects to the library's mission

## **OTHER RESPONSIBILITIES:**

1. Understands and acts in accordance with the basic values, ethics, policies and procedures of library
2. Understands, applies and explains applicable laws
3. Participate in local, state, and national professional organizations to strengthen skills, interact with fellow professionals, and contribute to the profession
4. Pursue professional development and continuing education opportunities
5. Perform related work as required by supervisor
6. Keeps Library Director and Assistant Director informed of branch activities

## **EDUCATION, EXPERIENCE, KNOWLEDGE and ABILITIES:**

1. Master of Library Science from an ALA-accredited institution
2. Public library service experience with documented evidence of managerial and administrative effectiveness
3. Knowledge of Dewey Decimal Classification
4. Knowledge of library practices and principles
5. Ability to deal with patrons/staff effectively and courteously at all times

6. Ability to respond to a wide variety of practical problems and unpredictable circumstances
7. Ability to operate general office equipment such as computers, photocopiers and typewriter with minimal training
8. Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
9. Ability to perform essential job functions with or without accommodation

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, interview, reference, drug and criminal background check.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

<b>Bossier Parish Library Administration Only</b>	
Job code	SP II
Generic title	Aulds Branch Manager
Pay Range	Range 9
Management? (Yes/No)	Yes
E/NE status	NE
Last revised	11-2-11
Citation	Adapted from WebJunction's Competency Index for the Library Field

**THE BOSSIER PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**