

Branch Manager
Bossier Parish Libraries – East 80 Branch
40 hours/week

DESCRIPTION: As part of the Bossier Parish Libraries team, the Branch Manager is responsible for all operations of the large branch. Areas of responsibility include directly managing and coordinating operations of the Circulation, Adult, and Youth Services areas, training and developing staff, marketing collections, and services, ensuring the delivery of quality library materials and services to the public, creating and implementing public programming and managing general/routine branch related facility/security issues.

WORK SCHEDULE:

Monday through Friday 8:00 a.m. – 5:00 p.m. (1-hour meal break)
(evenings/weekend if needed)

You must be able to work the schedule exactly as it is posted. We are unable to alter this schedule to suit applicants. ****NOTE: Our operational hours are currently different due to our phased re-opening during COVID-19, so actual (temporary) work schedule during this time will be discussed with applicants during initial phone interview.**

PAY: \$16.00 to \$18.00 per hour

QUALIFICATIONS:

1. Completion of high school or equivalent; relevant college or continuing education classes **OR** equivalent combination of education and experience
2. Must have 1-2 years of experience at a library, preferably in a supervisory capacity and/or within a public library setting
3. Must have strong computer and research skills
4. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
5. Good problem-solving skills; ability to think around problems and come up with creative solutions
6. Ability to handle a constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations

For complete job description, please visit <http://www.bossierlibrary.org/job-opportunities>.

TO APPLY:

- Please read the detailed information on completing the application and pre-employment testing on our website at: <http://www.bossierlibrary.org/job-opportunities>.
- Complete Employment Application and Pre-Employment Testing at this link: <https://bit.ly/3fvfiJZ>. Incomplete applications and testing will not be accepted.

DEADLINE TO APPLY: This posting will remain open until position is filled.

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.

BRANCH MANAGER (LARGE BRANCH)

JOB SUMMARY

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ESSENTIAL JOB FUNCTIONS

1. LEADERSHIP AND MANAGEMENT

- a. Leads and empowers employees to deliver effective, high-quality library service
- b. Resolves a wide range of issues and difficult situations
- c. Exercises critical thinking to execute decision-making skills in library operation, collection management, and patron and staff issues
- d. Contributes to a productive workforce through effective recruitment and selection
- e. Understands and applies legal standards and requirements to establish effective strategies for performance management
- f. Sets long- and short-range goals, objectives, strategic plans, and priorities and keeps staff and administration informed of these goals and plans
- g. Contributes effective strategies and decisions regarding library services and resources and aligns efforts with the vision and direction of the organization
- h. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, corrective action, and completing performance evaluations

2. PUBLIC SERVICES

- a. Understands and performs the operations of the library's integrated library system (ILS)
- b. Works with the Community Engagement Department to define and implement outreach services for the library community to increase use of the library services and to reach underserved populations
- c. Designs, implements and sponsors library programs that offer information, special skills or entertainment for all age groups
- d. Demonstrates strong reader's advisory skills
- e. Assists patrons in use of the library's public computers and print and digital collection
- f. Assists the public with self- service resources including self-checkout, holds, photocopiers, printers and computers
- g. Provides library services over the telephone and in person, to both patrons and staff
- h. Builds and maintains a collection of resources in many formats based on a determination of community needs
- i. Demonstrates the impact and value of the library to the community through ongoing evaluation and assessment of library services
- j. Promotes the library in the community with excellent communication and presentation skills

3. COMMUNICATION AND INTERPERSONAL

- a. Communicates competently with the public from diverse backgrounds
- b. Communicates effectively using both oral and written methods
- c. Develops and maintains positive and respectful relationships with staff and public
- d. Works effectively in teams with strong team building skills
- e. Applies effective strategies to manage organizational politics, conflict and difficult staff behaviors

4. OTHER RESPONSIBILITIES

- a. Understands and acts in accordance with the basic values, ethics, policies, and procedures of library
- b. Pursues professional development and continuing education opportunities
- c. Keeps informed about issues, services, emerging technologies, research and innovations related to libraries and relates these ideas, procedures, or projects to the library's mission
- d. Keeps track of branch statistics
- e. Answers the telephone and appropriately relays messages as needed

- f. Tactfully handles issues with disruptive patrons and responds appropriately to situations without direct supervision
- g. Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
- h. Performs opening and/or closing procedures
- i. Facilitates staff meetings and training
- j. Other duties as assigned by manager(s)

5. JOB STANDARDS

- a. Has professional commitment to develop high quality and high impact public library services, which promote individual and community success
- b. Demonstrates collaborative, straight-forward, team-oriented leadership and management methods
- c. Has ability to work from a team approach by building and maintaining effective and professional working relationships with all staff
- d. Models a positive, friendly and cooperative attitude to staff and public
- e. Anticipates and adapts to changes and challenges effectively
- f. Promotes a positive library image in the community
- g. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Libraries
- h. Reports to work on time in accordance with assigned schedule and maintains a dependable attendance record
- i. Has ability to follow detailed oral and written directions
- j. Has ability to receive constructive criticism in an effort to improve job performance
- k. Has ability to operate general office equipment
- l. Has ability to lift and move heavy objects, stoop, bend, move books, and sit or stand for prolonged periods of time
- m. Has ability to perform essential job functions with or without accommodations and with minimal supervision

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- 3. Must have strong computer and research skills
- 4. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
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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. It also 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.

Administrative Use Only	
Title	Branch Manager (Large Branch)
Location	Public Services – Aulds, Benton, East 80 or Haughton
Reporting Manager	Associate Director of Public Services
Schedule	Monday – Friday, 8 am – 5 pm (40 hrs.); evenings/weekend if needed
FLSA status	Non-exempt
Last revised	March 2019

I HAVE RECEIVED A COPY OF MY JOB DESCRIPTION AND UNDERSTAND THE ESSENTIAL JOB FUNCTIONS.

PRINTED NAME

SIGNATURE

DATE

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