

St. Joseph County Public Library

Position Title: City Branch Manager
Level/Status: 12/Exempt
Beginning Pay: \$1,826.40 -\$2,284.00, biweekly
Pay Range: \$1,826.40 -\$2,740.80, biweekly
Agency: LaSalle Branch
Location: 3232 Ardmore Trail, South Bend, IN 46628

Education and Experience:

- Bachelor's Degree required.
- Master's Degree in Library Science or a related field strongly preferred.
- Minimum 3 or more years of professional public library, non-profit, museum, social work or education experience.
- Supervisory experience preferred.

Hours:

- Normal workweek is 40 hours.
- Evenings and weekends as needed.

Requirements:

- Strong public service orientation.
- Knowledge and experience with current library technology, including integrated library systems as well as personal computers and mobile devices.
- Knowledge of library materials and services appropriate for a variety of patrons.
- Leadership and management skills.
- Excellent verbal and written communication skills, as well as strong organizational skills.
- Physical agility and strength to bend, reach, and the ability to carry Library materials (20-25 lbs.).
- As a condition of employment must have or obtain (within 3 ½ years) and maintain an Indiana Librarian Certification, Level 4.

Ability to:

- Model excellent customer service, relating both to patrons and Library staff.
- Form and maintain excellent working relationships with library staff at all levels, patrons and community organizations.
- Make decisions and work independently and interdependently.
- Plan, prioritize and delegate.
- Network and partner with appropriate community organizations.
- Be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.
- Accept and manage change. Maintain composure and overcome stress in any situation.
- Manage confidential information appropriately.
- Understand and endorse the St. Joseph County Public Library's policies and procedures.
- Maintain high standards of ethical conduct, honesty, and integrity.

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Essential Job Duties

Perform functions to manage Branch Services. Under the direct supervision of the Director of Branch Services, the City Branch Manager will:

1. Manage and perform all operations for the Branch including information and reference, circulation services, and patron computer services.
2. Manage employees and volunteers. Hire, train, enforce library policies, resolve difficulties, recommend changes to employment status, establish performance standards and evaluate employee performance.
3. Manage the branch materials collection working closely with the Collection Development department.
4. Engage the local community through programming, outreach and special events.
5. Evaluate and implement safety, security and maintenance solutions in conjunction with Facilities and Security Managers.
6. Recommend and account for departmental expenditures.
7. Conduct monthly meetings with staff. Prepare statistical and narrative reports as required.
8. Participate in special library initiatives, projects and teams.
9. Implement the goals, objectives, and activities of the Library's Strategic Plan in collaboration with the senior leadership team.

Perform other duties as assigned.