



## KITCHIGAMI REGIONAL LIBRARY SYSTEM JOB DESCRIPTION

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Branch Manager IV	<b>Department:</b> Branch Operations
<b>Immediate Supervisor's Position Title:</b> Branch Manager(s)	<b>FLSA Status:</b> Exempt
<p><b>Job Summary:</b></p> <p>Under the direction of an Executive Director, the Branch Manager IV is responsible for overseeing and managing the operations, programs and staff of a large branch library and facility. Duties and responsibilities include but are not limited to supervising, scheduling, hiring and training new employees; overseeing the policies and procedures of the Regional Library System; overseeing the library collection development and maintenance; planning and implementing programming and branch projects/programs; performing various public relation responsibilities with patrons, community organizations, local advisory committee and local agencies; overseeing and/or preparing statistical reports and branch financial activities; maintenance and care of branch facilities; and assisting staff in providing assistance to patrons in locating and utilizing the resources and technology of the branch.</p> <p><b>Distinguishing Characteristics:</b></p> <p>This classification represents the fourth level in a four level classification series of Branch Manager. While all Branch Managers share a similar and common set or core duties and responsibilities, the degree of complexity, number of employees supervised, education/experience requirements, and size of the facility all impact the demands and relative level of the classification. Positions assigned to this level have responsibility for overseeing the staff and operations of a large branch library. Branch Manager IV differs from Branch Manager III in that the IV level requires a higher level of education and experience (i.e. Master's Degree in Library Science) and has responsibility for a larger facility and greater number of library personnel.</p> <p>Essential duties outlined below are intended as "representative" examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Supervises, manages and oversees the personnel of the branch.           <ul style="list-style-type: none"> <li>a) Supervises, hires, trains, mentors and orients employees.</li> <li>b) Assigns, disciplines, and monitors work.</li> <li>c) Evaluates the performance of branch personnel.</li> <li>d) Schedules work and makes arrangements for library substitutes.</li> </ul> </li> <li>• Oversees collection develop and maintenance activities of the branch.</li> </ul>
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- a) Reviews and approves selection of all collection materials and purchases.
- b) Evaluates library materials based on their currency, condition, collection appropriateness, and use to make branch collection removal decisions.
- Develops, plans, coordinates, promotes and implements library programming and projects.
  - a) Solicits, locates and/or prepares grants for the funding of library programming.
  - b) Works with community groups to identify, promote and/or provide programming.
  - c) Promotes library programs through the media, new releases, flyers, interviews, etc.
  - d) Speaks before various service clubs, community organizations, media outlets, or other groups to promote the library.
  - e) Prepares long range and short-range strategic plans for the library.
- Provides direct patron support and assistance in selecting, researching and locating materials, utilizing the resources and technology of the library, and finding information. Oversees and manages the circulation activities and operations of the library. Supervises and administers the building and security procedures, responds to emergency library situations, i.e. injured/ill patrons and staff, power failures, etc. and schedules outside group use of library meeting rooms.
- Oversees the management of the operating budget of the library and the financial operations of the branch.
  - a) Prepares and monitors the operating budget for the building, donations, grants, and equipment.
  - b) Prepares monthly donation budgets to report to the Library Advisory Committee.
  - c) Prepares invoices and budgets for local agencies.
  - d) Prepares, presents and manages grant budgets for the library.
  - e) Prepares monthly and annual reports of library operations and activities; makes operating budget recommendations to the Executive Director.
  - f) Manages expenditure of materials budgets.
- Serves on various committees as representative of the Library System to outside groups, such as community education advisory council, literary provider organizations, and county government committees.
- Oversees facility management functions of the library. Collaborates and directs the activities of custodial personnel in administering the maintenance of the facility and in determining facility repair and maintenance needs. Obtains quotes for the Library Advisory Committee for building maintenance and/or improvements. Works with vendors for supplies or contracted services for the library.
- Performs other duties of a comparable level or type, as required.
  - a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
  - b) Attends conferences, seminars, regional meetings and services on various professional organizations.
  - c) Assumes special projects at the direction of the Executive Director.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

**Minimum Education & Work Experience Requirements:**

Requires a minimum of a Master's Degree in Library and Information Science and 3 years of professional library experience; or a combination of education and experience necessary to perform the work.

**LICENSE/  
CERTIFICATION**

**Identify licenses/certification required:**

MN Class D Driver's License or evidence of equivalent mobility.



<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Library Assistants IV, III and II and substitutes	varies
2	Custodians	varies
<b>TOTAL</b>		5-11 FTE's
<b>INDIRECT SUPERVISION:</b>		
<b>Number of employees indirectly supervised:</b> Library Assistants (Substitutes)		<b>Total:</b> varies
<b>ESSENTIAL KNOWLEDGE REQUIRED TO PERFORM THE WORK</b>	<b>Knowledge of:</b> <ul style="list-style-type: none"> <li>• Organization, functions and practices of library operations including collection development, classification procedures, reference and information technology and how libraries work.</li> <li>• Operation and use of library technology, software/applications, and systems.</li> <li>• Research, access and locate library resources.</li> <li>• Office equipment and typical business productivity software (i.e. word processing, email, internet browsers, spreadsheet applications, etc.).</li> <li>• Library System policy and procedures.</li> <li>• Fundamentals of supervision and management.</li> <li>• Fundamentals of public relations.</li> <li>• Budget management and general financial operational procedures.</li> </ul>	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Oral and written communication.</li> <li>• Public speaking.</li> <li>• Organizational and time management.</li> <li>• Establishing and maintaining effective working relationships with employees, local library board(s), supervisors, other branch managers, agency management, and the public.</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with patrons and the public over complaints, policies and procedures, or service issues.</li> <li>• Coordinating, supervising, training, instructing and monitoring the activities and assignments of branch personnel.</li> <li>• Planning, implementing, promoting and coordinating new library programs, services and special events.</li> <li>• Establishing, maintaining and updating all records, files and reporting requirements of the branch.</li> <li>• Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or specialized library catalog/circulation or other applications utilized by the library.</li> <li>• Provides patrons assistance in researching issues, topics and interests.</li> <li>• Instructing patrons in the use and operation of library technology and systems.</li> </ul>	



<b>PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)</b>									
<b>Amount of Time Spent</b>					<b>Amount of Time Spent</b>				
<b>Physical Activities</b>	<b>None</b>	<b>1/3 Less</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>	<b>Lifting/Forcing Exerting</b>	<b>None</b>	<b>1/3 Less</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear			X						
Taste or smell	X								

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 25 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Work is performed in a typical office/library environment where the nature of work can best be described as involving minimal environmental hazards and/or risks associated with the work. Occasional disagreeable interactions with the public in enforcing library rules, policies and procedures.</p>
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**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature** **Date**

**Classification History:**

Prepared by BCC 2/2016