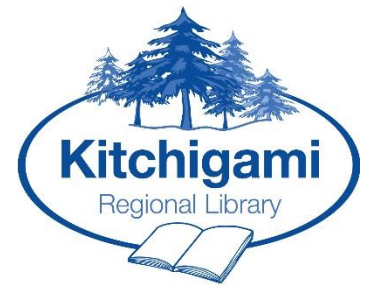


Position Title: Branch Manager IV – Public Service

Location: Brainerd Public Library

Hours: 40 hrs/wk

Position available: November 2021



Position Description:

The person who fills this position is designated the library supervisor and is responsible for providing efficient library service to the public in the library as well as outside the library. This person should be a self-starter, motivated to provide library services to the public. Primary responsibilities include, but are not limited to the following:

- Supervising, managing, and overseeing the personnel of the branch.
- Overseeing collection development and maintenance activities of the branch.
- Developing, planning, coordinating, promoting, and implementing library programming and projects.
- Overseeing the management of the operating budget of the library and the financial operations of the branch.
- Providing direct patron support and assistance in selecting, researching, and locating materials, utilizing the resources and technology of the library, and finding information.
- 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.
- Working with the Brainerd Library Board and Kitchigami Regional Library staff, speaking to groups both within and outside the library and generally working in accordance with regional library policies, procedures, and goals.
- Attendance at Kitchigami Library staff and supervisor meetings as required.

Includes other duties as assigned by the Regional Director. Staff work may include some evenings and Saturdays in accordance with branch hours as listed on www.krls.org. This position supervises 6 FTE employees.

Qualifications and Skills:

To be considered for this position, the applicant must have an MLS from an ALA accredited school plus supervisory experience, preferably in a library environment. The applicant must also have good communication skills, dedication to public service, experience with staff development and personnel skills, fiscal management and experience with local government, and knowledge of library roles and functions. Library technology experience an asset. Experience with SirsiDynix Symphony a plus. Reports to the Regional Library Director.

Wage and Benefits:

\$24.64 per hour. Paid vacation, paid sick leave, paid holidays pro-rated. Covered by Worker’s Compensation, Unemployment Compensation, Public Employees Retirement Association (PERA) and Social Security. Group health insurance. Probationary period 12 weeks.

Application Procedure:

Application forms and job description are available at all branch locations within KRL and can be found online at www.krls.org. Cover letter, resume, and application will be accepted at Kitchigami Regional Headquarters through October 22, 2021, or may be mailed to:

Kitchigami Regional Library Headquarters
Re: Brainerd Branch Manager Application
PO Box 84
310 2nd St. N
Pine River, MN 56474

Only applicants meeting the requirements specified will be considered for interviews, and not all applicants may be interviewed.