

REGIONAL LIBRARY BRANCH MANAGER

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for professional library work related to management of a medium size regional library and one branch library. Responsibilities include analyzing collection development needs, performing a variety of administrative duties such as developing goals, objectives, policies and procedures, developing and managing the budget, and serving as community liaison for the facilities. Positions have supervisory responsibility for a small-to moderate-sized staff of professional and paraprofessional employees, some at a separate location, and report to the Library Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Develops and oversees implementation of long and short-range plans and procedures for a medium size regional library and one branch library. Develops goals and procedures for a medium size regional library and branch in keeping with standard library policy. Develops the facility's collections, programs, reference, e-reference, and services. Plans, prepares, and justifies the annual budget for the assigned and makes recommendations for capital expenditures. Oversees the annual inventory for the facility. Oversees interpretation and application of policies and procedures for the staff and the public. Makes recommendations regarding hiring, discipline, and promotion of subordinates, authorizes leave, and evaluates and rates employees' performance. Orients, trains, and establishes ongoing staff training programs. Establishes and acts as liaison with the community to promote the facility and library system, including outreach to schools, clubs, and organizations, Friends of the Library Groups, and in the media. Monitors maintenance of the building and assumes responsibility for reporting on the general condition of the building and repairs needed. Prepares necessary reports as required.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of library science principles and philosophy of service, procedures, and technology.

Considerable knowledge of reading materials.

Knowledge of reference tools and bibliographic sources.

Knowledge of automation/computer systems and circulations systems.

Ability to maintain professional standards.

Ability to effectively manage and supervise the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues, and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree from an ALA-accredited Library and Information Science school and progressively responsible professional library management experience, including supervisory experience in library setting; or any equivalent combination of training and experience.