

## **COFFEY COUNTY LIBRARY BRANCH LIBRARY DIRECTOR**

### **General Job Description:   Approved 3.23.23**

Under supervision of Administrator, directs all aspects of a Branch of the Coffey County Library.

**Hours:**   Exempt for purposes of Fair Labor Standards Act

### **Specific Duties**

- Assist Administrator with hiring of branch library staff
- Supervise, schedule and direct branch library staff
- Train staff on the library circulation system, interlibrary loan system, library provided databases, library policies, general and safety procedures, reference interview techniques, library shelving requirements, customer service techniques, equipment use and basic equipment troubleshooting and security techniques
- Mentor branch library staff performance and complete appraisal documentation
- Supervise and plan branch programs and collaborate with other organizations on program planning where mutually beneficial opportunities exist
- Plan displays and projects throughout the year that meet the needs of the community
- Interpret library policies to the staff and public
- Promote library services, programs and displays
- Conduct reference interviews and assist patrons with on-site, telephone and e-mail information searches in print and electronic formats
- Assist patrons in selecting recreational reading materials through knowledge of authors and types of literature
- Select, order and complete branch level processing for new materials
- Perform collection development analysis, weed and withdraw materials utilizing approved procedures
- Oversee purchasing from branch materials, program, petty cash, discretionary and special funds
- Select purchases and acknowledge memorials and gifts
- Supervise adherence to safety procedures, updating of branch safety information and staff review of manuals
- Engage community groups and be aware of and engaged in community events
- Develop relationships with other entities to better promote services and achieve the mission of the Coffey County Library
- Conduct library tours and present outreach to local groups as requested
- Supervise collection maintenance such as inventory, shelving and shelf reading by approved library shelving techniques and the Dewey Decimal system
- Supervise inventory of supplies
- Supervise custodial staff and perform routine custodial functions when no custodian is present
- Complete weekly balance sheet, monthly statistical reports, invoice submission and personnel forms
- Advise Administrator on policy and procedures
- Prepare funding requests in collaboration with Administrator
- Attend meetings of branch Friends of the Library group and inform members of library activities and needs
- Serve on library committees as assigned by the Administrator
- Maintain standard ledger sheet and daily tally sheets
- Maintain grounds and landscaping
- Manage updates for all computers in branch
- Secure contract mower and snow removal contracts

**Knowledge and Abilities**

- Ability to plan, organize and carry out a program of library service for a designated branch
- Knowledge and understanding of general literature and of basic library principles, procedures, technology, goals and philosophy of services
- Ability to plan, organize, train, supervise and evaluate the work of library employees
- Ability to demonstrate, promote and train staff in positive customer service techniques such as smiling and making eye contact with each person, conducting a reference interview, honoring confidentiality and guiding requestors to various sources to respond to expressed needs
- Knowledge and experience with a variety of computer software applications, including Microsoft Office and the ability to use equipment such as a calculator, copy machine, fax machine, laminator, audio-visual equipment, and digital devices relevant to the branch
- Knowledge and ability to do initial troubleshooting and manage basic computer applications
- Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes
- Ability to communicate positively and professionally with staff and the public while maintaining effective public relations in person, by phone and by e-mail
- Ability to conduct reference interviews and identify resources to match needs
- Ability to interpret library policies and procedures to library staff and the public
- Mathematical ability to calculate invoice discounts, complete planning documents and prepare routine statistical and financial reports
- Ability to maintain skills through active participation in continuing education activities

**Physical Requirements of the Position with or without Reasonable Accommodation**

- Flexibility - Sitting, standing, walking, climbing, stooping, bending, twisting and reaching
- Talking and Hearing - use of the telephone, speaking with the public
- Vision - far vision at 20 feet or further; near vision at 20 inches or less
- Maneuvering Materials - 50 pounds or less
- Handling - processing, picking up and shelving materials
- Fingering - typing, writing, filing, sorting, shelving and processing materials
- Pushing and Pulling - objects weighing 60-80 pounds on wheels
- Mobility - travel to meetings outside the library

**Mental Requirements**

- Analytical Skills - identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions
- Problem-Solving Skills - develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the Administrator when necessary
- Planning & Organization Skills - develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
- Creative Decision-Making - effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision
- Communication Skills - effectively communicate ideas and information both in written and verbal forms in a professional manner
- Computation Skills - understand comparative pricing and statistical reports
- Reading Ability - effectively read and understand information contained in memoranda, reports, bulletins and electronic information databases
- Ability to Comprehend and Follow Instructions-effectively follow written and verbal instructions from Administrator and Central Office staff
- Mathematical Ability - calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator

- Time Management- set priorities in order to meet assignment deadlines
- Workplace Behavior - courteous to coworkers, work effectively in shared workspace, value diverse work styles, accept and give constructive criticism in a positive manner and be sensitive to personal habits that impact coworkers

**Environmental / Working Conditions**

- Primarily inside work environment
- Flexible work hours; frequent evening and weekend hours

**Equipment Used**

- Computer, printer, calculator, copy machine, fax machine, telephone, laminator, audio-visual equipment, and digital devices relevant to the branch

**Preferred Education and Experience**

- BA/ BS degree from accredited institution
- Associate degree and five years of proven experience in a supervisory position
- Two years of public library experience
- Collection development experience
- Advanced computer skills in word processing, spreadsheet applications, and internet applications
- Proven experience in supervision of full-time and part-time personnel