

## JOB DESCRIPTION



Capital Area District Library  
www.cadl.org

**Position:** Branch Head I

**Range:** P3 (Exempt) (Union)

**Reports to:** Associate Director

**Supervises:** Branch Library Staff

**Reviewed:** 12/07

**Revised:** 1/03

## JOB SUMMARY

Under the supervision of the Assistant Director, manages a branch library. Assesses community needs, sets service goals, and plans programs. Trains, supervises, directs, evaluates, and schedules staff. Builds and maintains appropriate collections of materials. Plans library programs. Publicizes and promotes library services.

## DUTIES AND RESPONSIBILITIES

1. Responsible for the day to day management of a branch library. Assures that the branch library functions smoothly, that library policies and procedures are followed, and that patrons receive satisfactory services.
2. Assesses local community library needs and interests. Formulates service goals in conjunction with staff and administration.
3. Coordinates the activities of assigned personnel, assigning duties, developing and scheduling work hours. Reviews and signs payroll cards for assigned employees.
4. Assesses the quality and accuracy of staff performance, conducts scheduled evaluations, and counsels employees as necessary. Assists in the interview and selection of assigned employees.
5. Keeps employees informed about library policies and procedures and the latest methods and techniques in library services. Conducts regularly scheduled staff meetings.
6. Selects print materials for the branch collection and participates in selection committees for the district as a whole. Builds and maintains appropriate collections of materials.
7. Arranges for, leads and presents programs, book discussion groups, computer training, story times and other active activities in the library, at community schools and other locations throughout the community. Publicizes and promotes library services through presentations to groups, news releases, in-house posters, bookmarks, and brochures.
8. Explains library policies and procedures to the public. Addresses complaints from the public.
9. Maintains building security, assuring that windows and doors are locked at the end of the business day. Reports building repair needs to appropriate persons.
10. Schedules continuing education opportunities for staff
11. Prepares various reports regarding circulation, activities and programs describing and evaluating services for administrative use.
12. Attends various seminars, conferences and workshops and reads various journals, magazines and professional publications to keep current on the latest methods and techniques in library service. Additionally, continually reads newly printed materials, reviews book lists and discusses material with other librarians to be knowledgeable of materials for selection.
13. Performs other duties as needed or assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## JOB REQUIREMENTS

- Possession of a Master's Degree or its equivalent from a Library School accredited by the American Library Association.
- Possession of a Librarian's Professional Certificate issued by the Library of Michigan.
- A minimum of two years satisfactory experience in a library (preferably a public library). Previous supervisory experience is preferred.
- Satisfactory completion of a one year probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Second Language speakers desired (Spanish, Arabic, Vietnamese, Farsi, Hmong/Lao, and Serbo-Croatian)
- Knowledge of library organization, materials, services, and policies and procedures.
- Knowledge of the principles and methods of evaluating library materials and equipment.
- Ability to initiate ideas for the improvement of functions and services.
- Effective written and oral communication skills.
- Ability to use computers and to utilize computer databases.
- Ability to supervise, direct, and organize the work activities of others.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Ability to conduct oneself with tact and courtesy.