

JOB DESCRIPTION



Capital Area District Libraries
www.cadl.org

Position: Branch Head II

Range: P4 (Exempt) (Union)

Reports to: Director

Supervises: Branch Library Staff

Reviewed: 6/12

JOB SUMMARY

Under the supervision of the Director, plans and directs the management of the library. Supervises the training, supervision, direction and discipline of circulation and public service staff. Schedules the staffing of the public service desk during all open hours. Assesses community needs, plans and implements programs, sets service goals, builds and maintains an appropriate collection with an emphasis on print and electronic reference resources. Enforces library policies and procedures. Communicates with local government on pertinent library issues. Works with community organizations in promoting the library. Performs related duties as needed or assigned.

DUTIES AND RESPONSIBILITIES

1. Supervises and participates in the day to day management of the library.
2. Trains, supervises, directs, disciplines and evaluates employees. Assists in the interviewing and selection of employees. Develops methods of communication with staff.
3. Supports, explains, and enacts the policies and procedures of the Capital Area District Libraries.
4. Coordinates the tasks of personnel to ensure optimum service to the community.
5. Maintains current and retrospective collections through selection and deselection with an emphasis on informational resources and print/electronic reference sources.
6. Ensures the continuing education of staff who assist users with their informational, recreational and reference needs.
7. Monitors the quality of service provided to the community with attention to accuracy, timeliness and patron interaction through observation and working on the public service desks.
8. Selects materials based on CADL goals and the needs of the community.
9. Develops, prioritizes, plans and implements programs for all age groups based on interests expressed by the community.
10. Establishes avenues to promote and publicize library services with special attention to promotion of reference services.
11. Ensures fiscal responsibility of budget by allocating amounts.
12. Submits reports, planning documents and budget requests as required.
13. Works with community organizations such as the Friends groups to foster good public relations.
14. Interacts with local government officials through meetings, keeping them informed of library activities.

15. Maintains physical appearance of the building and reports repair needs to appropriate authority.
16. Assists in the long range planning for improving services in the community.
17. Joins professional organizations, reads professional journals and participates in continuing education workshops/conferences to remain current on library issues and trends.
18. Participates in Capital Area District Libraries system-wide committees.

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 Masters Degree in Library Science from an ALA accredited institute.
- Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan.
- A minimum of three years satisfactory experience in public library in a supervisory position including or in addition to experience in reference services.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodations.
- Second Language speakers desired (Spanish, Arabic, Vietnamese, Farsi, Hmong/Lao, and Serbo-Croatian).
- Knowledge and understanding of the principles of library science and library materials.
- Knowledge of library organization, materials, services, and policies and procedures.
- Ability to use computers and to utilize computer databases.
- Ability to initiate ideas for the improvement of functions and services.
- Effective written and oral communication skills.
- Ability to supervise, direct, and organize the work activities of others.
- Ability to establish and maintain effective working relationships with staff, community organizations, and the public.
- Ability to conduct oneself with tact and courtesy.