



Job Summary

Under the supervision of the Assistant Director, plans and directs the management of the library branch. Supervises all branch staff including training, directing work, assigning tasks and discipline, as needed. Schedules staff based on the needs of the library. Assesses community needs; plans and implements programs; sets service goals in concert with system wide goals and strategic plan; builds and maintains an appropriate collection with an emphasis on print and electronic reference resources. Administers library policies and procedures. Communicates with local government representatives on pertinent library issues. Works with community organizations and promotes the library. Performs related duties as needed or assigned.

Duties and Responsibilities

- Manages the day-to-day operations of a branch library.
- Trains, supervises, directs, disciplines, and evaluates employees. Interviews and assists in the selection of employees. Communicates effectively with staff members.
- Applies policies and procedures of the Capital Area District Libraries to both staff and patrons.
- Coordinates work of personnel to ensure optimum service to the community.
- Engages in branch collection development by weeding, replacing, and performing limited selection of library materials. Works with CADL's collection development team in managing these collections. Emphasizes needs of the local community and overall system goals pertaining to collection management.
- Ensures the continuing education of staff at their branch.
- Offers high-quality service to the community with attention to accuracy, timeliness and patron satisfaction.
- Develops, plans, and implements programs for all age groups based on community interests and needs. Schedules staff support appropriately.
- Supports and contributes to systemwide initiatives. Participates in Capital Area District Libraries system-wide committees.
- Promotes and publicizes a full range of library services. Manage the branch's local social media

channels. Designs promotional materials with administrative support.

- Manages Branch budgets, ensuring fiscal responsibility. Submits reports, planning documents and budget requests as required.
- Works with community and local civic organizations, including the Library Friends group, to foster good public relations. Performs outreach to the community members.
- Manages local technology for the branch, assisting patrons with its use. Reports issues through appropriate channels.
- Interacts and partners with local government officials, keeping them informed of library activities.
- Maintains physical appearance of the building. Report repairs and facility needs to appropriate authority.
- Assists in the long-range planning for improving services in the community.
- Fosters a culture of reading and literacy throughout their community.
- Joins professional organizations, reads professional journals, and participates in continuing education workshops/conferences to remain current on library issues and trends.
- Other duties as assigned

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

Minimum Qualifications

- Possession of a Master's Degree in Library Science from an ALA accredited institute
- Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan, or the ability to acquire certification
- A minimum of three years' satisfactory experience in public library. Previous supervisory experience, desired.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodations.

- 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.
- Skill in conducting oneself with tact and courtesy.