

Class Title: Branch Manager
Department: Library
FLSA: Exempt

Class Code: 4440
Grade: 23
Eff. Date: 01/01/1982
Revised: 10/23/2020

GENERAL PURPOSE

Under general guidance and direction from the Library Director or Deputy Directors, performs professional and administrative duties in directing a branch library.

EXAMPLE OF DUTIES:

Oversees assigned location; supervises clerical and professional employees; recommends employees for hire and trains employees; schedules, assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses performance problems in a timely manner; disciplines employees as necessary.

Manages processes and activities in assigned location; recommends and implements new programs and procedures, ensures physical facility maintenance issues are reported in a timely manner. Reviews and recommends materials selected for purchase; plans long-term collection development; performs specific duties in assigned area. Responsible for the development and maintenance of assigned library collections at the assigned location.

Provides assistance and guidance to library patrons by responding to reference questions; locates information sources; provides guidance regarding specific books and authors, researches reference questions using the library's electronic information services; provides technical support for staff and patrons; instructs patrons in the use of the library, the public access catalog, and other electronic resources.

Participates in system administrative meetings with the Director, Deputy Directors and other branch managers; assists in evaluating and modifying library operational activities and planning for future activities, programs and projects. Assumes ad hoc or standing assignments for system-wide programs; interprets Library policy.

Participates in continuing education programs such as library conferences, including required and elective State, County or Library training.

Coordinates outreach and community relation programs at the branch level in conjunction with larger system level initiatives.

Prepares budget information and provides input into planned expenditures as requested by the Director; monitors expenditures as requested.

Travels to conferences and events outside of Utah; travels to locations within and outside of Davis County to attend meetings, training, conferences, and other events.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an American Library Association (ALA) accredited college or university with a Master's degree in Library Science, or graduation from an accredited college or university with a Master's degree in public or business administration, plus four (4) years of full-time paid library experience, two (2) years of which must have been in a supervisory position. An acceptable combination of education and experience may be considered.

Preference for city or county public library experience.

2. Special Qualifications:

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: effective supervisory principles and practices; objectives, principles and practices of library science including reference techniques, collection development, reader's advisory, and online services; library reference sources; children's, young adult, and/or adult literature; cataloging; computer and network operations; management and public service management principles and practices; library and county policies and procedures.

Skill in: using common office equipment, including but not limited to, a multi-line telephone, fax machine, multi-function copier, and all applicable computer hardware and software programs/applications.

Ability to: assign, supervise, and evaluate the work of others; digest and condense information and ideas; plan, organize, perform, and evaluate work assignments; address employee performance and disciplinary problems; exercise sound independent judgement; receive and handle sensitive information and maintain strict confidentiality; work with minimal supervision; interpret and apply library policies and procedures; recommend to hire and train employees in compliance with all laws, policies, and procedures; assign, monitor and evaluate the work of others; work with the general public in a library setting; operate computer hardware and applicable software; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, board members, other agencies, library patrons and the general public.

WORKING CONDITIONS

Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that



CLASS SPECIFICATION

may include evenings and weekends; work extended hours as necessary. Retrieve materials, arranged according to spine-label designations, from shelves positioned from 3" above the floor up to 72" in height quickly and accurately.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***