

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 309

Subject: Branch Operations Manager

REPORTS TO: Library Director

TYPE OF POSITION: Part time/Full time

NATURE OF WORK:

The Branch Operations Manager works as the liaison between the various branch staff, CCLS departments and administrators to provide quality library service to the entire community. Provides direct public service to all age groups, including, but not limited to circulation functions. The Branch Operations Manager will be responsible for the day-to-day operation of designated branches within the CCLS and will train, supervise and evaluate staff as assigned. May resolve interpersonal conflicts among the staff in accordance with CCLS policies, procedures, and the provisions of the labor-management agreements.

TYPICAL DUTIES:

- Train, supervise and evaluate clerical and other staff as assigned
- Interview staff and applicants as assigned
- Interpret and implement CCLS policies and procedures to staff
- Perform routine circulation duties
- Prepare monthly, weekly, daily, and annual statistical reports as directed
- Provide branch orientation for all new employees assigned to branch
- Communicates appropriate information to branch staff via staff meetings
- Assist in the development and maintenance of branch budgets, including but not limited to part-time and supply budgets
- Submit work orders and purchase orders to the CCLS Director for approval
- Assist with collection maintenance and programs
- Assist in the management of various maintenance tasks at Crawford County Library Branches
- Prepare library materials for circulation
- Maintain data bases
- Perform duties associated with the library network services
- Instruct others in use of library equipment and computers
- Perform proper security procedures
- Collect fines and fees and keep an accurate record of all monies collected for deposit with the Treasurer, as mandated by law
- The Branch Library Manager must be able to work at any of the libraries within the Crawford County Library System.
- Other duties as assigned, from time to time (Continued on next page)

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JOB REQUIREMENTS:

- Excellent customer service skills
- Working knowledge of the library's electronic reference resources including MELcat, SIRSI, Internet and Microsoft Office applications
- Strong teamwork - help establish healthy team climate via proper team behavior
- Problem-solving skills
- Leadership - inspire and motivate others to perform well
- Delegation skills - interpret expectations and monitor delegated activities
- Able to read and interpret written information, write and speaks clearly and informatively
- Ability to organize and coordinate work efficiently
- Ability to handle responsibility and set priorities
- Broad base of office skills coupled with personal flexibility to adapt to changes
- Reports potentially unsafe conditions
- Knowledge of math and accounting practices
- Ability to set personal goals and take necessary action to reach them
- Ability to teach others to perform basic library and computer tasks
- Physical ability and stamina to perform typical duties

DESIRED EDUCATION/EXPERIENCE REQUIREMENTS:

Valid and current Certificate of Library Experience through the Library of Michigan Association, Associate's Degree or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The noise level in the work environment is usually moderate.
Required to be available outside of scheduled hours when necessary.
Required to work evenings and weekends.

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, however, they will be used in the evaluation of job performance.

TERMS OF EMPLOYMENT:

Full or part-time. Work schedule to be determined by the Library Director. Wages in accordance with adopted policy.

EVALUATION:

Performance of this job will be evaluated by the Library Director in accordance with Crawford County Library Board Policy 209.

ADOPTED: June 26, 2001

AMENDED: July 13, 2006