

POSITION DESCRIPTION  
**CLARK COUNTY PUBLIC LIBRARY**

An Equal Opportunity Employer

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|-----------------------|---|
| Job Title:            | <b>BRANCH MANAGER</b>   |
| Branch:               | Park, Village, Houston or Enon  |
| Immediate Supervisor: | Director  |
| Positions Supervised: | Library Associate – Branch<br>Library Assistant – Branch<br>Page – Branch |
| FSLA Status           | Exempt  |

**JOB RESPONSIBILITIES:**

Under direction, the Branch Manager oversees the operations at one of the branch libraries, including maintaining the collections, supervising employees and providing public service duties to patrons.

**QUALIFICATIONS:**

- Master's degree in Library Science, or closely related degree, from an American Library Association accredited college,  
and
- A minimum of two (2) years library experience with increasing levels of responsibility, and supervisory experience  
or
- An equivalent combination of education, training, and experience at the discretion of the Director and/or the Board of Trustees

**WORKING CONDITIONS:**

- Must be able to work a flexible schedule, including evenings and weekends

**PHYSICAL REQUIREMENTS**

- Job requires ability to operate tools and controls, walk, reach, sit, see at close range and distance, talk, hear, bend, reach, and stoop in order to perform job duties. Frequent computer usage. Must be able to push carts (may exceed 50 lbs.), occasionally move items up to 25 pounds, and sit or stand for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions and/or for the interview process.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

## CLARK COUNTY PUBLIC LIBRARY

| KNOWLEDGE OF:   | SKILLS AND ABILITIES TO:   |
|---|--|
| <ul style="list-style-type: none"> <li>• Library policies and procedures*</li> <li>• Budget administration</li> <li>• Supervisory methods</li> <li>• Employee selection methods</li> <li>• Employee training methods</li> <li>• Dewey Decimal Classification System</li> <li>• Wide range of books and authors</li> <li>• Integrated automation system*</li> <li>• MS Office and Windows or similar software</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain attention to detail, organize, prioritize and coordinate multiple tasks</li> <li>• Identify qualified employees through screening and interviewing methods</li> <li>• Identify employee strengths and weaknesses</li> <li>• Organize, prioritize and coordinate multiple tasks</li> <li>• Communicate effectively in written and oral form</li> <li>• Interact and respond appropriately to patrons and staff</li> <li>• Maintain confidentiality</li> </ul> |

\* May be acquired after hire

|           |   |
|-----------|---|
| % of Time | ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i> |
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### 30% **PUBLIC SERVICE**

- ★ Maintains knowledge of available materials and patron reading preferences
- ★ Develops and implements improvements in customer service
- ★ Monitors in-transit and transferred materials, deliveries into and out of work room
- ★ Responds to questions from patrons in person, by telephone, and through digital communications
  - Monitors the Branch email account for bounced emails and text notifications
  - Renews patron registrations via email; renews items out via email or text
  - Flags patron accounts that need notifications changed
- ★ Performs Reader's Advisory services and recommends age-appropriate materials to patrons
- ★ Provides general reference services to patrons
  - Mediates and resolves patron issues and complaints
  - Assists patrons in locating library materials and in using library equipment
  - Provides technology assistance to patrons
  - Checks shelves for requested materials

### 30% **COLLECTION DEVELOPMENT**

- ★ Ensures the processing, inventory, and maintenance of the branch library's collections, including upgrading and weeding, as necessary
- ★ Reviews and selects library materials
- ★ Maintains knowledge of available materials and patron reading preferences
- ★ Ensures maintenance of collection area, displays and bulletin boards

### 20% **SUPERVISION**

- ★ Interviews candidates for positions and recommends hiring and staffing levels to the Director
- ★ Ensures employees receive orientation, in-service, and development training
- ★ Monitors the work of employees and ensures compliance with policies and procedures
  - Makes desk schedules for service points (Circulation desk, Patron Services desk, and book drop)

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### **SUPERVISION con't.**

- Provides leadership and guidance to staff in fulfilling their responsibilities
- Reviews employee time sheets, approves leave requests and authorizes overtime
  
- Evaluates employee performance and maintains proper records
- Ensures work is completed properly and on time
- Identifies and resolves employee behavior problems
- ★ Ensures effective exchange of information to Branch staff and among library departments

### 10% **CIRCULATION DESK**

- ★ Checks library materials in and out on the computer system Enters patron and library material information into computer
- ★ Enters patron and library material information into computer system
  - Prepares and issues library cards
  - Collects fees
  - Counts money and prepares deposits
  - Types and files correspondence, as assigned

### 5% **ADMINISTRATION**

- ★ Assists in the development and implementation of system-wide library policies and procedures
  - Coordinates services and activities with other departments/library locations
  - Helps develop collection philosophy
- ★ Assists in the development of the annual budget for the library and department
- ★ Administers the budget for the branch
- ★ Recommends staffing levels
- ★ Compiles statistics, correspondence, and department reports
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training, as requested
- Requisitions supplies
- Participates in long-range planning for the library
- Acts in place of the Director, as requested
- Represents the library in the community

### 5% **MISCELLANEOUS**

- Performs additional duties and assignments, as requested

★ *Denotes an essential function of the job*

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Employee Signature

Date