EAST CENTRAL REGIONAL LIBRARY

Position Description

Job Title: Branch Librarian II
Grade: 19

Exemption Status: Non-Exempt
Department: Branches

Authorization: Date: Revised and approved 6/9/08, 6/8/15

Job Specifications

Factor | Level
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EDUCATION | Bachelor’s Degree, MLS/MLIS preferred
JOB RELATED EXPERIENCE | 3 years
SUPERVISION GIVEN | 1+ FTE
SUPERVISION RECEIVED | Assistant Director

Summary: Responsible for managing the operation of a medium-large branch library. Assists patrons by supplying information and materials. Ability to plan and organize workloads and schedules; ability to maintain records and prepare reports; ability to work courteously and effectively with other employees and the public; ability to read, comprehend and orally communicate English; ability to be tactful and adept in dealing with a wide variety of people; ability to speak in public and to interpret library policies, resources, and services to others.

Physical Requirements: Inside light work. Equipment used may include, but is not limited to, personal computer, computer terminals, telephone, copy and fax machines. Daily requirements are sitting, standing, and walking with occasional demands of simple grasping, bending, squatting, crawling, reaching above shoulder height, crouching, kneeling, and pushing or pulling book carts. Frequent lifting and carrying of up to 24 pounds, and occasional lifting and carrying of up to 30 pounds.

Essential Job Specific Duties:

Supervises all functions of branch libraries to ensure efficient and effective operation of the library and high levels of customer service.

1. Supervises branch staff and volunteers
a. Trains, assigns work to and evaluates branch staff and volunteers to maintain a well-trained, well informed and effective work force.
b. Arranges and approves staff schedules to provide the best coverage for the branch.
c. Reports disciplinary issues to supervisor and works with ECRL Administration to resolve.

2. Staffs the public service desk to:
   a. Provides circulation services.
   b. Assists customers in finding materials.
   c. Provides information services.

3. Supervises local facility
   a. Completes opening and closing procedures to ensure users have timely access to the library facility.
   b. Resolves rules of behavior issues, including contacting local law enforcement if necessary, alerting ECRL administration of incidents.
   c. Responds to complaints and problems as they occur.

4. Maintains responsibility for ECRL petty cash and submits deposits in a timely manner.

5. Staffs ECRL’s telephone service and digital services in a courteous and professional manner.

6. Empowers library users and promotes self-service.

7. Performs all required circulation routines to ensure an accurate recording of all circulation transactions and the timely movement of materials between branches.

8. Monitors the library’s collection to ensure that it is in order, shelved correctly, accessible, up to date, in good condition and responsive to public needs, weeding materials as directed.

9. With the Assistant Director, interviews candidates for open positions, providing recommendation to hire.

10. Completes required reports to ensure accurate tracking of branch activities in a timely manner.

11. Works with Legacy Coordinator.

12. Supervises all library programs and activities. Plans and coordinates local programs to meet community needs. Coordinates publicity for all programs with Community Services Librarian to ensure ECRL’s standards are maintained.

13. Develops and implements reading programs for patrons of all ages under the guidance of ECRL management.

14. Conducts library tours and instructs library users in the use of library materials, resources and equipment.

15. Represents the library to the community through a variety of means including tours, presentations to community organization, positive relationships with local government and local Friends organizations.
a. Serves as a liaison to the Friends of the Library, attending meetings as a representative of ECRL.
b. Attends local library board meetings as a representative of ECRL. Informs appropriate local boards or government entities of building repair and maintenance issues.
c. Participates in local community library advocacy or marketing opportunities to promote library services.

16. Creates and maintains an inviting library environment, ensuring a positive user experience.
17. Assembles and arranges library displays to inform library users of new materials, services and programs.
18. Participates in teams or committees for the region as assigned.
19. Works with local entity on issues of building maintenance, improvements or construction as needed, under the direction of ECRL management.

**Essential Associate Job Duties:**

20. Improves him/herself in any way possible to enhance job performance.
21. Promotes ECRL, its mission, philosophies, values, programs and achievements to the public and other employees.
22. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management’s attention.
23. Functions as a team member by assisting, supporting, and encouraging other employees in any way possible.
24. Maintains working knowledge of Microsoft Office Software and other software used by the library.
25. Maintains working knowledge of applicable equipment and technology used by the library.

**Non-Essential Job Duties:**

26. Performs related work as required, willingly and eagerly.