



Branch Manager – St. Charles Mesa Library Full Time

Position to begin September 1, 2014

Opening Date: February 14, 2014

Closing Date: Open until filled

Posting Type: Internal/External

Salary Range: Leadership B (\$47,112.00 - \$70,720.00)

Is managing a community library your dream come true? Then don't miss this exciting opportunity to oversee the St. Charles Mesa Library!

The Branch Manager provides leadership in a community library with focus on encouraging visits, circulation, program attendance and use of digital resources. The position manages staff and is accountable for achieving key results. The position works collaboratively with the management team on programming, services and change initiatives. Management of the facility, grounds and fiscal responsibility are key elements of this position.

About the position:

The Branch Manager reports to the Director of Public Services and manages a team of exempt and non-exempt staff. This position has overall responsibility for customer service at the branch; resolves escalated issues and addresses problems as they occur. The position works closely with other departments including support services. Builds relationships with people and organizations in the community that support and expand library services and programs. Networks with peers and professional organizations to stay current on trends in public libraries and in relevant technology.

Primary Duties and Responsibilities:

Responsible for the overall administration of a community library including planning and oversight of the library's operations, staff, facility and grounds.

Tracks and analyzes operational data and statistics; creates financial, statistical and narrative reports on branch library operations. Makes presentations to library staff, the Board of Trustees and other groups.

Participates in the development of the branch budget and annual goals. Develops projections for future needs in resources and staff to meet goals and objectives.

Has overall responsibility for customer service for the branch. Ensures customer service practices are followed. Applies communication techniques to reduce tension in escalated situations.

Responds to incidents to include enforcing policy, calling first responders if needed, writing suspensions or other corrective actions.

Manages daily operations of the library within defined procedures and policies.

Manages staff, participates in hiring, creates work schedules, communicates clear performance expectations and conducts performance reviews. Develops and monitors work improvement plans as needed. Handles employee relations issues with assistance from the Human Resources Department.

Works with Organizational Development to identify and address individual and department training needs.

Communicates with the Community Relations Department for marketing, publicity, and partnership initiatives.

Works with Facilities to ensure that the building and grounds of the branch are properly maintained.

Works with Collection Development to maintain a vital collection; facilitates the weeding process.

Collaborates with other department managers and librarians to create efficiencies in programming.

Acts as a liaison to maintain awareness of community events, interests and needs which avail themselves to current or potential library services and programs; attends community meetings to stimulate interest in the Library.

Leads team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Leads regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Stays current on trends that impact public libraries including technology trends.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

May lead or serve on library committees and special projects.

Occasionally is assigned to the role of Supervisor in Charge for the Rawlings Library including oversight of safety, building security and of the security guard on duty.

Performs other duties as needed.

Who are we looking for?

Education and Experience: A Masters Degree in Library Science from a college or university accredited by the American Library Association is required. Two years professional level library experience is required. Two years of experience working with the public is required. Supervisory experience is preferred.

Skills and Abilities: Leadership skills including the ability to plan, implement and influence others. Knowledge of professional library principles, methods and practices. Current knowledge of trends in libraries. Excellent communication skills necessary to establish and maintain good working relationships with library staff and customers; able to communicate well with people of all ages, demographics, ethnic backgrounds and ability levels. Problem solving skills with the ability to ease tense situations. Supervisory skills including scheduling work and managing performance. Strong computer skills with the ability to quickly learn and use a variety of computer equipment /programs, digital devices, e-resources and new technologies. Ability to conduct complex reference interviews, to analyze requests and to apply research skills to locate specialized information or provide customers with alternative sources. Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties. Ability to apply policies and use independent judgment within procedural boundaries.

Physical Requirements: Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.

To Apply:

Send a completed PCCLD Employment Application, letter of interest and resume to:

Email: joe'l.deyoung@pueblolibrary.org
Mail: PCCLD, HR, 100 E. Abriendo Ave.
Pueblo, CO 81004

Equal Opportunity Employer