

**CAROLINE COUNTY PUBLIC LIBRARY
LIBRARY ASSOCIATE II
JOB DESCRIPTION**

GRADE 5

POSITION TITLE: Library Branch Manager

FAIR LABOR STANDARDS ACT STATUS: Exempt

DEPARTMENT & JOB LOCATION: Federalsburg Branch

REPORTS TO: Assistant Director

HOURS & DAYS OF DUTY: Full time, 37.5 hours per week. Regular schedule includes evening, daytime and rotating Saturday schedule.

PRINCIPLE PURPOSE OF JOB: To manage day-to-day operations of the branch, creating an inviting and innovative library location that is a hub for lifelong learning and community life. Includes public service, building maintenance and safety, staff supervision, volunteer supervision, collection development, and program coordination and implementation.

JOB STANDARDS:

- Promotes and maintains the library's Service Mission.
- Demonstrates knowledge of established library policies and procedures and the ability to enforce them, referring unusual situations to supervisor or administration.
- Maintains confidentiality according library policy.
- Regularly and punctually reports to assigned location.
- Demonstrates neatness, accuracy, thoroughness, and general effectiveness of work produced.
- Demonstrates personal responsibility for learning and growth through participating in training programs and workshops in line with agreed upon learning plan.

ESSENTIAL JOB FUNCTIONS:

- Provides frontline customer service at all three(3) CCPL locations.
- Provides detailed reference and referral services.
- Assists with collection maintenance, including shelving, shelf reading and weeding.
- Assists customers with computers and other equipment.
- Educates customers on library technology, resources and services.
- Assists with opening and closing procedures.
- Performs other duties as assigned.

BRANCH MANAGER:

- Responsible for all aspects of branch library service, procedures, and materials.
- Supervises branch staff as assigned.
- Maintains public relations in the local area and serves as liaison with community and local library support groups.
- Plans and conducts programming of all types.
- Responsible for all cash handling procedures, accounts for cash and makes deposits.
- Monitors and maintains collection.
- Works with administration to develop and implement department or branch goals within overall system goals.
- Recruits, trains and supervises volunteers.
- Monitors and maintains branch PCs and software and serves as technical liaison to headquarters.
- Maintains facility and reports problems to appropriate staff.
- Keeps traffic, attendance and customer statistics.
- Serves as liaison with local public schools.
- Serves as liaison with AARP tax volunteers for branch.
- Submits budget requests.
- Contributes to progress and annual reports.
- Documents and files incident reports.
- Assists in training staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to work independently.
- Able to function as a lead worker and provide guidance and/or training to other staff members.
- Meets all reference competencies.
- Meets core technology competencies.
- Meets circulation competencies.
- Meets core library equipment/machines competencies.
- Meets core ILL (Marina) competencies.
- Demonstrates decision-making and problem solving skills with emphasis on personal responsibility and willingness to deal with issues at hand.
- Meets advanced safety/emergency competencies.
- Ability to follow directions and complete tasks in a timely fashion.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE:

- Baccalaureate degree from an accredited college.
- One (1) year's experience in supervising employees.

REQUIRED LICENSES AND CERTIFICATES:

- Within two years of appointment, each Public Library Associate shall have successfully
- completed 90 clock or contact hours of approved in-service training through the Library Associate Training Institute or 9 hours of formal academic work in library science.
- Upon completion of the initial training, each Public Library Associate will successfully complete
- 6 semester hours or equivalent (approximately 90 clock or contact hours) every five years from an accredited institution or an in-service program in subjects that are relevant to the assignment of a Library Associate.
- Maryland Class "C" driver's license or an equivalent from another state.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Requires sitting, standing and walking for extended periods of time
- Requires reaching, bending, and carrying light to moderate loads up to 20 lbs
- Requires ability to move about library to help customers
- Requires ability to operate a keyboard and view a computer monitor
- Requires ability to communicate using a telephone
- Requires ability to push/pull a rolling book carts.
- Work is conducted in a normal office setting, which provides comfortable lighting, temperature and air conditioning.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls, observance of fire regulations and traffic signals.

NOTE:

- Certain conditions, e.g. economic constraints or staffing patterns, may necessitate change in job description.
- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.