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## BRANCH LIBRARIAN

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### Reports To

Library Director

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### Objective

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Branch managers aim to provide all library services to their towns and outlying populations. They work to ensure that zip code does not determine what needs are serviceable on a smaller, leaner scale. If you are a person with a friendly and approachable style that will make everyone feel welcome, if you have the knowledge and curiosity to assist patrons navigating computer issues, we have a spot for you.

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### Essential Functions and Responsibilities

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Assisting people with circulation needs in the Main Library, including issuing cards, the checking in and out of materials, and the proper accounting of fines.

Assisting the orderly arrangement of the collection, including sorting returned items, shelving items to be interfiled, straightening and dusting the collection, cleaning or repairing items as needed.

Assisting people with technological assistance at desktops, printers, copiers, and other points where library services are provided.

Answering phone calls and direct calls to proper personnel.

Preparing the building to open or close.

Assisting people with their information needs by locating appropriate information source(s).

Performing other procedures related to circulation of the collection, including inventory of the collection, pulling requested materials, processing held materials, routing items in transit to other locations, and preparing notices for mailing.

Performing business office duties including, but not limited to, scheduling, bookkeeping, and ordering supplies.

Interviewing, hiring, training, and evaluating Branch Library staff.

Works with the Programmer Librarians to develop and implement programming at the branch for all ages.

Ensures proper maintenance and cleaning of Branch Library building and equipment.

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### Knowledge, Skills, and Abilities

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Ability to provide courteous public service and to present clear explanations of established policies and procedures. Ability to think and act appropriately under pressure. Willingness and ability to grant logical exceptions to Library policies and procedures when warranted.

Skill in performing routine and non-routine procedures involving many steps. Ability to follow complex written and/or verbal instructions and to pay close attention to detail. Ability to work with limited direct supervision.

Ability to interact effectively with the Library's automated system. Minimum skill level: accurate keyboarding at a minimum of 25 words per minute.

Capacity to be easily understood on voice telephone.

Skill at accurately and efficiently sorting and shelving materials in alphanumeric order. Minimum skill level: ability to accurately shelve at a consistent rate of at least 100 items per hour; shelf read at 500 items per hour.

Physical capacity to place materials on shelves at all shelving heights.

Ability to work in a team setting. Willingness to assist and support coworkers, contribute ideas, maintain flexibility, and be able to adapt to a rapidly changing environment.

Knowledge of and proven experience applying effective management practices and principles in a public library setting, including time management, resource development, strategic planning, and project management.

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### Position Hours

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Full-time, typically working 80 hours per two-week pay period on a fixed schedule across weekdays

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### Education, Experience, and Training

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High school graduation and one year of experience working in a library, office environment, or public service setting preferred. Previous supervisory experience preferred.