**Librarian II - Benton Branch Manager**

**DESCRIPTION:**

This position is responsible for all operations of the Benton Branch.  Areas of responsibility include coordinating the operations of the Circulation, Reference and Children’s departments, training and developing staff, marketing collections and services, ensuring the delivery of quality library materials and services to the public, and managing general/routine branch related facility/security issues. Reports directly to the Associate Director of Public Services.

*For complete job description, see http://www.bossierlibrary.org/job-opportunities.*

**QUALIFICATIONS** *(for complete list of required qualifications, see job description)***:**

* Master of Library Science from an ALA-accredited institution
* Public library service experience with documented evidence of managerial and administrative effectiveness
* Knowledge of library practices and principles

All offers of employment are contingent upon the successful completion of a substance abuse test and criminal background check.

**SALARY:**

$43,264.00 annually

**BENEFITS:**

Vacation and sick leave, holidays, medical, dental, and life insurance, retirement and education allowance.

**TO APPLY:**

Applicant must complete our Employment Interest Form, which can be obtained from the circulation desk of any of our local branches. In the event of any out-of-state applicant, the Employment Interest Form may be sent to you by fax or email. Send the completed Employment Interest Form, along with your cover letter, resume and three (3) references to:

Bossier Parish Library

Attention: Leslie Ivy

2206 Beckett Street

Bossier City, LA 71111

Fax: 318-746-7768

Email: [libadmin@bossierlibrary.org](mailto:libadmin@bossierlibrary.org)

This position is open until filled. The Bossier Parish Library is an equal opportunity employer.

**JOB TITLE:** Benton Branch Manager

**CLASSIFICATION:** Librarian II

**LOCATION:** Benton Branch

**REPORTS TO:** Associate Director of Public Services

**JOB SUMMARY**

This position is responsible for all operations of the Benton Branch.  Areas of responsibility include coordinating the operations of the Circulation, Reference and Children’s departments, training and developing staff, marketing collections and services, ensuring the delivery of quality library materials and services to the public, and managing general/routine branch related facility/security issues.

**leadership and Management**

1. Performs job tasks, make decisions and support the success of the entire Library system and its overall goals
2. Understands and enforces the Library’s policies and procedures, while safeguarding confidential and restricted information
3. Sets long- and short-range goals, objectives, strategic plans, and priorities and keeps staff and administration informed of these goals and plans
4. Contributes to a productive workforce through effective recruitment and selection
5. Leads and empowers employees to deliver effective, high-quality library service
6. Establishes effective strategies for performance management
7. Understands and applies legal standards and requirements for performance management
8. Demonstrates critical thinking, problem solving, decision making, and mediation skills and techniques
9. Contributes effective strategies and decisions regarding library services and resources
10. Aligns efforts with the vision and direction of the organization
11. Demonstrates an aptitude for leadership
12. Anticipates and adapts to change and challenges effectively

**Communication and interpersonal**

1. Develops and evaluates standards and practices for the delivery of quality customer service
2. Communicates effectively with a variety of audiences and individuals from diverse backgrounds
3. Applies effective techniques to address difficult situations with users
4. Develops and maintains effective relationships with others to achieve common goals
5. Works effectively in teams with strong team-building skills and attitudes
6. Applies effective strategies to manage organizational politics, conflict and difficult staff behaviors

**PUBLIC Services**

* + - 1. Defines and implements outreach services for the library community to increase use of the library services and to reach underserved populations
      2. Designs, implements and sponsors library programs that offer information, special skills or entertainment for all age groups
      3. Assists users with choosing popular and recreational reading, viewing and listening choices
      4. Develops strategies and sources to stay well-informed as a readers’ advisor
      5. Facilitates library users’ requests for information
      6. Provides search and retrieval of requested information and presents results that are clear and of appropriate scope
      7. Builds and maintains a collection of resources in many formats based on a determination of community needs
      8. Provides informal instruction and assistance to build skills of library users

**Community relations**

Demonstrates the impact and value of the library to the community through ongoing evaluation and assessment of library services

Builds support for the library, using the most appropriate methods among a variety of groups by communicating the value of library services, products and policies to library staff, key stakeholders, user groups and the community

Forms strategic partnerships with community organizations

**facilities**

1. Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
2. Creates and maintains a healthy and safe environment for library staff and users

**Technology**

1. Demonstrates computer and technology skills necessary for effective communications and presentations
2. Familiarity with emerging technological trends and tools
3. Supports access to Internet and electronic resources
4. Keeps informed about issues, services, emerging technologies, research and innovations related to libraries and relates these ideas, procedures, or projects to the library’s mission

**OTHER RESPONSIBILITIES**

1. Understands and acts in accordance with the basic values, ethics, policies and procedures of library
2. Participate in local, state, and national professional organizations to strengthen skills, interact with fellow professionals, and contribute to the profession
3. Pursue professional development and continuing education opportunities
4. Perform related work as required by supervisor
5. Keeps Library Director informed of branch activities

**EDUCATION, EXPERIENCE, and KNOWLEDGE**

1. Master of Library Science from an ALA-accredited institution
2. Public library service experience with documented evidence of managerial and administrative effectiveness
3. Knowledge of library practices and principles

**JOB STANDARDS**

1. Professional commitment to develop high quality and high impact public library services, which promote individual and community success
2. Demonstrates collaborative, straight forward, team oriented leadership and supervisory methods
3. Models/develops/maintains excellent customer service
4. Models and maintains a positive, friendly and cooperative attitude to staff and patrons
5. Demonstrates positive attitude towards library technology and change
6. Promotes a positive library image in the community
7. Ensures that quality controls and productivity management goals are being met
8. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Library
9. Must be at work on time at regular scheduled hours
10. Ability to interact with patrons/staff effectively and courteously at all times
11. Ability to respond to a wide variety of practical problems and unpredictable circumstances
12. Ability to operate general office equipment such as computers, photocopiers and fax machines with minimal training
13. Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
14. Ability to perform essential job functions with or without accommodation

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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| **Bossier Parish Library Administration Only** | |
| Classification | Librarian II |
| Title | Benton Branch Manager |
| Pay Range | Range 18 |
| FLSA status | E |
| Last revised | 1-8-16 |

**THE Bossier Parish Library IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**