

Community Library Branch Supervisor—  
St. John the Baptist Parish Library  
Edgard, Garyville, or Reserve, LA  
Salary Range **\$46,654.40 - \$48,547.20** Annually plus benefits

Opening Date: 11/15/2023  
Closing Date: until filled

*Please note application deliverables at end of posting.*

The St. John the Baptist Parish Public Library in Louisiana seeks an energetic and enthusiastic Branch Supervisor to serve at one of our community libraries. Branches are in the communities of Edgard, Garyville, and Reserve, LA. This position will be part of a forward-thinking library system based on a Community Led Services Philosophy. Under the direction of the Assistant Director, this individual will support daily operations and he/she will work to provide exceptional service to the residents using the St. John Library.

We are searching for an experienced professional who views libraries as platforms for community innovation and learning and one who values responsive, personal service. This is an ideal position for an engaging professional who enjoys fostering teamwork, delivering new approaches to collections and information access, and encouraging staff development.

Additionally, the preferred candidate will be comfortable working and learning in an environment of change. The individual will possess strong interpersonal and communication skills and be eager to support our system. This is a full-time, 40-hour-per-week position with benefits. The schedule for this position includes night and weekend rotations.

***Examples of Duties:***

***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Fosters an environment that promotes exploration and implementation of new approaches to information access and outreach services.

Supervises staff and the daily operations of a small or medium library branch.

Builds collaborative relationships and coordinates with staff in an environment focusing on customer-first initiatives.

Promotes the library's community led services philosophy.

Creates schedules to support the public service desks open Monday-Saturday.

Works with their team and across the Library to plan, implement and manage new models of information delivery and use.

Leads and encourages the implementation of new services and ensures that staff is well trained to effectively meet the needs of customers.

Participates in planning and presentation of programs for various ages. Conduct weekly story times for pre-school age children and families. Member of the system-wide Programming Committee.

Follows the operational rules and policies of the library system.

Assists with system-wide decision making by serving on committees, participating in strategic initiatives, and engaging with their community.

Participates in opportunities for professional development.

Participates in maintaining a safe and welcoming environment for library users and fellow staff members.

All other duties as assigned.

***Typical Qualifications:***

- Through modeling and leadership, employee has the ability to foster teamwork, flexibility and excellent customer service among staff thus promoting a positive library image to the community.
- Good knowledge of modern office practices and procedures, including technology.
- Creative ability to design and present programs including story times.
- Commitment to the development of high quality and high impact public library services which promote individual and community success.
- Ability to work collegially with library employees, community, and library users.
- Ability to perform a wide variety of multi-step procedures.
- Ability to effectively communicate both orally and in writing.
- Ability to set and manage multiple priorities as well as schedule own time and that of others.
- Knowledge, experience, and passion for library services.
- Ability to work independently in the absence of supervision.
- Ability to travel between branches.
- Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, thoroughness, and the physical condition commensurate with the demands of the position.

### **Supervision**

Assignments are provided by defining objectives, priorities, and deadlines. Additional assistance is provided for unusual situations that do not have clear precedents. Reports to the Assistant Library Director.

### **Distinguishing Factors**

This classification is distinguished from the Librarian or Library Associate by the progressive responsibility of staff supervision and leadership deliverables.

**Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.**

**Accountability** – Making a commitment to the organization, meeting obligations, adhering to policy, and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

**Communication** – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

**Customer Service** – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

**Initiative** – Identifying what needs to be done, taking action, adding value, and participating in change.

**Teamwork** – Contributing to the team, working cooperatively, resolving conflict, building team capability, and celebrating success.

### **Minimum Qualifications**

Bachelor's Degree preferred with public library experience

OR

Equivalent combination of years of education and experience in a public library or supervisory experience.

*Supplemental Information:*

### **Physical Activities**

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

Standing	O	Sitting	O
Walking	O	Bending	R
Stooping	R	Kneeling	R
Crawling	R	Climbing	R

Typing	O	Grasping	R
Talking	A	Hearing	A
Repetitive motions of hands/wrists	O	Handing	O
Repetitive motions of feet	O	Reaching	O

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

Activity	Average Number of Pounds	Distance Weight is Moved
Pushing	60	200 ft
Pulling	60	200 ft
Lifting	30	200 ft
Carrying	30	200 ft

**Examples of physical activities required in this position:**

Standing while creating displays, moving materials and delivering presentations  
Sitting at workstation and typing on computer  
Walking through facility and property grounds  
Reaching, grasping, bending, stooping while shelving materials.

**Possible Hazards (chemicals, dangerous machinery, etc.)**

None known.

**Interested applicants, please submit a cover letter, resume, and application found at the following <https://stjohnlib.com/wp-content/uploads/2020/08/St.-John-Library-Employment-Application.pdf> to Amy Riche', Assistant Library Director, at [ARiche@stjohn.lib.la.us](mailto:ARiche@stjohn.lib.la.us). This advertisement is open until the position is filled.**

**In addition, please provide answers to the following questions.**

- 1. Please indicate your experience with supervising staff? How many? What type of activity?**
- 2. Please share ideas on how you would engage staff to learn and embrace customer service?**
- 3. Please share how you would approach supporting our community and their needs?**

