

Community Library Branch Supervisor—  
St. John the Baptist Parish Library  
Reserve, LA  
Salary Range **\$62,795.20 - \$65,332.80 Annually**

Opening Date: 11/14/2023

Closing Date: until filled

*Please note application deliverables at end of the posting.*

The St. John the Baptist Parish Public Library seeks an energetic and enthusiastic Branch Supervisor to serve at our new flagship library in Reserve, LA., set to open in early 2024. 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.

This new facility will house unique spaces for the community. It will house a “Maker Space,” podcast studio, telehealth space, coffee shop, and multiple community gathering rooms on 3 floors. As part of a campus culture, it is adjacent to the St. John Theatre and will also be responsible for running the local history “1885 house.”

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 large library branch and 1885 house.

Builds collaborative relationships and coordinates with staff in an environment focusing on customer-first initiatives with the ability to pivot and support unique functions.

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

Collaborates and manages the use of multiple spaces that are unique to our community.

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.

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.
- 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, especially with collaborations and partnerships.
- 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**

Master’s degree in Library and Information Science (MLIS), with public library experience

OR

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

Experience in event planning.

*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 serving the public, creating displays, moving materials and delivering presentations.

Sitting at workstation and typing on computer.

Walking through facility and property grounds.

**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, [Ariche@stjohnlib.com](mailto:Ariche@stjohnlib.com). 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 any experience you have launching a new product or service. What did you learn in that process?**
- 3. Please share how you would approach supporting our community and their needs?**

*Equal Opportunity/Affirmative Action Employer/Women/Minorities/Veterans/Disabilities*