



**Branch Manager II – Ollie Burns Branch**

**Full Time; Exempt – 40 hours per week**

**Minimum starting wage: \$18.2711 per hour/\$38,003.97 annual**

**Internal posting: 2/7/20**

**Website posting: 2/12/20**

**ANSWERS TO: Director or Designated Administrator**

### **NATURE OF WORK**

Overview, coordinate, organize and direct the operations of a branch library

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Select, train, schedule, supervise and evaluate staff

Promote programs in all departments—children’s, young adult, adult

Ensure the public served is assisted in a timely and courteous manner

Know the community served and assess the collection and program needs of that community

Ensure library policies and procedures are followed

Account for funds received and expended

Prepare reports of use and activities

Continually monitor building and grounds

Make the administration aware of needs for the branch

Prepare and justify staff payroll

Serve on internal committees as required

Responsible for collection development for the branch

Other duties as assigned

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of library management

Skill in the use of computers and other office equipment

Supervisory, coaching and management skills

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with co-workers and the public

### **PHYSICAL REQUIREMENTS**

Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally.

Common abilities such as mobility and dexterity.

### **DESIRED QUALIFICATIONS**

B.S. degree with minor in Library Science and 2-4 years of library experience with some supervisory experience

**The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.**

Applicants may apply here: [http://oplib.org/about\\_the\\_library/library\\_jobs.php](http://oplib.org/about_the_library/library_jobs.php)

**The Ouachita Parish Public Library is an equal opportunity and At Will employer.**

**A criminal background check and a drug screening are part of the pre-hire process.**