**LIBRARIAN, BRANCH MANAGER**

**Position Summary**

St. Martin Parish Library is seeking a creative, service oriented and collaborative library professional as Branch Manager at the Breaux Bridge Branch Library. Reporting to the Director, this position plays a valued role on the Library’s management team.

The Branch Manager performs professional level work, including but not limited to assisting patrons with reference requests, locating information using the Library’s collection and electronic databases and the internet. The Branch Manager applies effective independent judgment and discretion, supervises and instills a sense of pride among staff.

**Preferred Requirements**

Ideal candidates will have a history of effectively

* Applying and guiding staff with the principals and practices of librarianship in a diverse community
* Maintaining positive teamwork among staff and leadership to provide excellent public service
* Gathering and interpreting statistical and financial reports
* Presenting/supervising programs and services to meet the needs of the community
* Performing routine computer troubleshooting
* Managing library collection materials, noting community needs and patron requests
* Evaluating the informational utility of online sources for referral to library patrons including researching relevant professional literature

Minimum Qualifications

* MLIS from an accredited American Library Association program.
* Two years supervisory experience, preferably in a public library setting

**Benefits Include**

The St. Martin Parish Library has a collaborative, team environment in which the contributions of all staff and professional development are valued. Salary is based on qualifications and experience. We offer a comprehensive benefits and retirement package.

To apply please submit a completed application and your resume, to:

[mbreaux@stmartinparishlibrary.org](mailto:mbreaux@stmartinparishlibrary.org) or Human Resources, 201 Porter Street, St. Martinville, LA 70582

Our employment application can be found on our website:

<https://stmartinparishlibrary.org/about-the-library/employment/>

ST. MARTIN PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE.