

**Library Associate III, Branch Manager**

**Cedar Grove/Line Avenue Branch**

**8303 Line Ave**

**Shreveport, LA 71106**

**Full-time position, 40 hours/week, non-exempt**

**Vacancy: 19-CGLA-2**

**SUMMARY**

Under administrative supervision, this individual is expected to use graduate-level education and work experience to manage a community-sized full-time library. This individual will exercise judgment and use discretion in performing library routines with technical advice available when needed and will determine methods necessary to accomplish duties and objectives. This individual will exercise supervision over staff of lower classifications and is responsible for interpreting policies and providing public service. This individual performs related and other work as required.

**REQUIREMENTS**

**For purposes of determining the meeting of requirements, two years of part-time experience will equate to one year of full-time experience.**

**Minimum Training and Experience**

1. Attainment of a B.A. or B.S. from an accredited university/college.
2. Nine hours of graduate level library science coursework and three years of paid, full-time equivalent library work experience OR Master’s degree in Library and/or Information Science from an ALA-accredited program and one year of paid, full-time equivalent library work.
3. Two years of paid, full-time equivalent supervisory experience.
4. Experience planning and/or presenting programs utilizing books, crafts and/or other activities, to appropriate audiences.

**Preferred Training and Experience**

1. Possession of an ALA-accredited, Library Support Staff Certification (LSSC) preferred.

Experience in this position, with the possession of the master’s degree in Library and/or Information Science from an ALA-accredited program, will be considered “professional” experience for the purpose of satisfying professional experience requirements in higher positions.

**Knowledge, Skills and Abilities**

Working knowledge of:

1. standard library management, principles, practices and procedures;
2. computers and various software (Word, email, Internet, data entry, Excel, PowerPoint and Publisher);
3. integrated library system, and electronic and printed materials, resources and databases;
4. principles of supervision and motivation.

Skills to:

1. understand and follow complex written and oral instructions;
2. use resourcefulness, tact, courtesy, and respect in dealing professionally with library patrons, employees and vendors;
3. deal with multiple and extra unexpected tasks and patrons simultaneously;
4. establish good patron and staff rapport;
5. create and maintain courteous, pleasant impressions of the library;
6. make decisions based on established policies and practices;
7. plan and present programs to targeted audiences;
8. collaborate with community partners;
9. resolve conflict;
10. train, evaluate, and discipline subordinates with input from supervisory team;
11. handle opening and closing duties and building and grounds issues;
12. participate in the hiring process;
13. handle money.

Ability to:

1. participate in system-wide discussions;
2. schedule staff;
3. coordinate facilities management;
4. participate in collection development;
5. use Dewey Decimal system;
6. collaborate with HR to professionally conduct workplace investigations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, twist, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to climb, balance, stoop, crouch, squat, kneel, and crawl. The employee must occasionally lift and/or carry up to 20 pounds, frequently lift and/or carry up to 10 pounds. Employee must frequently push and/or pull loaded book carts weighing up to 75 pounds.

**ESSENTIAL FUNCTIONS**

1. Branch management: Coordinates, directs and supervises the work of a branch library; works at service desks; opens and/or closes the branch.
2. Personnel: Hires, trains, supervises, evaluates, and disciplines employees; trains Assistant Branch Manager and the Evening/Weekend Supervisor in most of Branch Manager duties in order to act in the absence of the Branch Manager; fully participates in the hiring process; reviews work plans on a regular basis; maintains effective professional relationships with all staff and is available for the staff to discuss all issues; completes payroll and approves leave requests utilizing Replicon software; schedules substitutes; covers for personnel shortages; recommends staffing needs and changes; conducts investigations and resolves employee inquiries and/or complaints; assists administrative supervisors with handling of these and other personnel matters; participates in corrective action meetings; makes informed decisions based on policies listed in the *Employee Handbook*; keeps staff and supervisors informed on new policies and procedures.
3. Facility Management: oversees daily use, care and upkeep of the building and grounds including plumbing, heating/cooling, lighting and lawn maintenance; signs and keeps records of work completed; works with building cleaning service; responsible for cleanliness of facility grounds, stocking and/or cleaning restrooms and other areas of the library, ordering maintenance supplies.
4. Branch Security: responds to after-hours security calls; instructs guards and evaluates service; works with security guards; maintains a current Branch *Emergency Procedures Manual*, emergency supplies, and ensures all staff are prepared to handle emergency situations; coordinates and conducts building evacuation drills at least semi-annually; completes reports on security incidents at the branch; monitors employee access to building; monitors guards’ working hours.
5. Public Services: Performs reference, readers’ advisory, youth services, circulation, outreach and/or special collection duties; assists patrons in the selection of materials and the use of other library equipment, services, and/or special collections; answers routine questions; takes interlibrary loan requests; assists patrons in the use of databases, digital resources, Internet usage, software applications and hardware configuration; conducts computer classes; plans and/or provides programming to various target audiences; conducts and attends community outreach programs; plans and/or participates in system-wide outreach activities for targeted audiences; promotes library services and fosters positive relationships with community organizations and/or schools; gives library tours; coordinates displays and promotional signage; answers telephone; charges, discharges and renews library materials; registers new borrowers; updates registration records; pulls and processes request materials; empties book drop; assists with filing & sorting; shelves library materials; straightens library materials on shelves; reads shelves for proper order; searches for lost library materials; processes incoming materials; assesses and collects fines for overdue materials and payment for lost materials from patrons; makes change for patrons; collects and records payment for miscellaneous transactions.
6. Finances: Responsible for counting Fines and Miscellaneous Receipts on a rotational basis and preparing money and reports to be sent to SML Financial Assistant; monitors and signs off on staff expenditures; monitors money within the branch.
7. Reports: Monitors records of all Circulation-related functions including all daily reports on finances and patron hold requests; responsible for generating monthly reports on all facility use including Information Services, patron computer usage, meeting rooms, and programs; may reconcile Workflows item reports such as pending transits and missing items.
8. Collection Development: Reads reviews and offers suggestions to Acquisitions staff for selection of branch-appropriate materials; weeds collection on an on-going basis.
9. Professional Development: Attends management meetings, meets monthly with supervisor to review work plan; conducts staff meetings; attends other meetings as necessary. This position requires travel to other locations for work, meetings, and training.
10. Performs other duties as required.

**PRESENT SCHEDULE** **[subject to change without notice]:**

Monday - Friday: 8:00 a.m. – 5:00 p.m. (with one-hour unpaid lunch break)

**APPLICATION DEADLINE**

May 19, 2019

**STARTING DATE**

Two (2) weeks after selection

**SALARY**

$19.25/hour + benefits

*A criminal background check and a drug screening are part of the pre-hire process. The State of Louisiana Revised Statute 15:587.1.1 requires fingerprinting by local law enforcement and background checks by the Louisiana Bureau of Criminal Identification and Information and these checks will be conducted on a yearly basis for positions which provide outreach to daycare centers. A mandatory full day orientation is part of the new hire process; these orientations are scheduled on Tuesdays from 9:00am to 5:00pm. We do not discriminate on the basis of race, ancestry, color, national origin, sex, religion, age, marital status, non-job related physical or mental disability, veterans’ status, sexual orientation or gender identity. Our facilities are non-smoking.* **05.13.19**