

## **ST. MARY PARISH LIBRARY**

### **LIBRARIAN – BRANCH MANAGER POSITION**

**Title:** Branch Manager

**Location:** Baldwin, LA

**Appointment:** Full-time

**Weekly Hours:** 40 hours/week

**Hourly Pay Rate:** \$15.50 – 20.00 (non-negotiable)

**Deadline to Apply:** November 16, 2023 at noon

***Email resume and cover letter to Ashton Myers, Director at  
Ashton.myers@stmaryparishlibrary.org.***

St. Mary Parish Library is seeking a creative, energetic, and service-oriented individual to serve as the branch manager at the West End Branch Library, located in Baldwin Louisiana. The ideal candidate will have the ability to effectively apply the principles and practices of librarianship and have a strong desire to serve a diverse community. The Branch Manager is responsible for performing professional-level work. This includes but is not limited to, conducting reference interviews, and assisting patrons with locating information both physically in the library and electronically using databases and the internet. Work requires supervision of others and the use of independent judgment and discretion and will report to the Library Director.

#### **Requirements**

- Master's degree in Library and Information Science from an American Library Association-accredited library program (preferred)
- Strong managerial and administrative abilities and experience
- Commitment to excellent public service
- Proven record of getting along with supervisors, co-workers, and staff in a collaborative, cooperative setting
- A sense of vision and the ability to clearly express ideas and directions, both written and orally
- Ability to assimilate and interpret statistical and financial reports.
- Ability to create, present and supervise programs and services to meet the needs of the Parish and its communities.

#### **Knowledge and Skills**

Candidates must possess knowledge of:

- Library science and its principles and practices, including the Dewey Decimal System
- Customer service principals
- Basic software applications
- Advisory and reference resources
- Book selection principals
- Print and online reference sources

Candidates must possess the skills to:

- Prioritize and assign work
- Use a computer and related software
- Pay attention to detail, with a strong degree of accuracy
- Provide excellent customer service

- Evaluate websites for reliability, accuracy, and appropriateness
- Perform routine computer troubleshooting
- Retrieve, organize, and disseminate information
- Conduct Internet searches
- Prioritize, organize, and manage multiple simultaneous projects
- Read, apply, and examine rules, regulations, policies, and procedures
- Prepare clear and concise reports
- Gather and analyze information
- Communicate with supervisors, co-workers, staff, and patrons to sufficiently exchange or convey information and/or directions

### **Preferred Requirements**

Two years of management experience, preferably in a public library setting

Prior experience with managing human resource functions

### **Essential Duties and Responsibilities**

- Supervises lower-level staff, which includes: prioritizing and assigning work; training staff on work methods and procedures; evaluating staff; and/or performing other related activities.
- Helps maintain good public relations and acts as a liaison with the parish communities.
- Trains patrons in the use of electronic reference sources by providing guidance and instruction for both general and specific requests; enables patrons to operate equipment and meet their informational needs; troubleshoots problems and instructs patrons in the use of software and hardware.
- Plans, prepares, and maintains displays and exhibits to promote the circulation of library materials.
- Manages and maintains library collection materials in specific areas of the collection by noting community needs and patron requests, consulting reviews and bibliographies, checking lost and missing reports, recommending items for purchase, and recommending items for withdrawal from the system.
- Oversees and helps maintain the library building.
- Evaluates the informational utility of various online sources for referral to library patrons including researching relevant professional literature.
- Creates, monitors, and maintains databases in assigned areas of responsibility.
- Prepares and compiles a variety of statistics related to library operations in assigned areas of responsibility; analyzes results and makes recommendations based on findings.
- Participates in bibliographic materials control, which includes retrieving library materials placed on hold by patrons; monitoring the distribution of periodicals; newspapers, and other materials; and performing other related activities.
- Enforces policies and procedures while balancing patrons' needs with administrative requirements.
- Prepares articles for library publications; prepares graphical materials for signage, websites and/or presentations.
- Develops, implements, administers, and evaluates specialty programs and services; relates materials and displays to promote the library and associated programs.
- Participates in a variety of meetings, committees and/or other related groups in order to receive and convey information.
- Research potential new items for the collection; compiles and submits book and DVD orders; completes item requests.
- Reads shelves for accuracy; weeds and discards materials; sorts and shelves material as needed.

- Assumes other duties and responsibilities as required.

**Physical Requirements**

Candidate may be required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, hear, see and engage in repetitive motions. Must be able to lift objects weighing up to 25 pounds or more when needed.

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

**St. Mary Parish Library's Mission Statement**

The mission of St. Mary Parish Library System is to enrich the lives and communities that we serve through free and equitable access to knowledge, literacy, resources, and experiences that strengthen our community.