Position Classification: Branch Supervisor – North Terrebonne

Salary: $53,268, depending on experience

Description: See attached job description

Opening Date: July 25, 2019

Closing Date: August 19, 2019

General Requirements: Must have a MLIS (Masters of Library and Information Science); must have experience in use of computers and database technology; must have library management experience; must have an understanding of public library service; must have experience in supervising people

Applications: Employee applications are on the library’s website, mytpl.org and may be submitted to mcleboeuf@mytpl.org or mailed to 151 Library Drive, Houma, LA 70360

Selection: A review of the applicants’ qualifications will be made by the library director and assistant director to evaluate all candidates’ experiences. Only applicants who meet the basic requirements will be considered for this position.

Terrebonne Parish Library System is an Equal Opportunity Employee
MINIMUM QUALIFICATIONS:

- Master’s degree from an ALA accredited library school
- Must have library management experience
- Must have an understanding of public library service
- Must have experience in supervising people
- Must have computer skills
- Ability to lift and move items and materials up to 30 lbs. in weight

GOAL:

- To supervise and administer the day-to-day operation of a large library

SUPERVISOR:

- Assistant Director

DUTIES:

1. To assist users with services of the branch
2. To train and supervise lower classified personnel
3. To administer library branch of medium to large capacity
4. To supervise the operation of routine library procedures
5. To implement programming and activities
6. To proctor testing
7. To schedule and/or maintain the meeting rooms for the Main, East, and North branches
8. To evaluate staff performance in accordance with evaluation policy
9. To handle money in accordance to the system’s established procedure
10. To keep accurate statistical records in a timely manner and in accordance with policy
11. To work efficiently with library volunteers
12. To participate in staff development through continuing education classes
13. To maintain a neat and organized work area and facility
14. To work cooperatively and in professional harmony with staff members, administrators, and the community
15. To follow policies and procedures in the library policy manual and personnel handbook
16. To perform other related duties as required by superordinate

Positions:
Main Library, East, and North Branches