

Policy Name: **Branch Director Job Description**

Summary: Serve as administrator of the branch library as an integral part of the Crawford County Library System, balancing local with county needs. Each library has common and unique characteristics and responsibilities.

He/She is hired by the Crawford County Library System Director with the approval of branch board if active, and works under the Director's administrative direction.

Responsibilities of, and qualifications for, a branch director will vary with the size of the branch library and the limitations of the budget.

Duties and Responsibilities (non-exhaustive):

- Serve patrons with materials selection, reference and research, circulation, reader's advisory, children's, community, reading guidance, online assistance, and special programs; evaluate and adjust accordingly
- Initiate services and programs in addition to those of the county library system as approved by the County Library System Director
- Administer the branch funds, keep financial and statistical records
- Hire branch staff; assign duties; orient, train, and supervise branch library personnel
- Maintain building and equipment in coordination with municipal agencies as appropriate
- Select library materials, supplies, equipment, and furniture; perform periodic holdings review and weed collection as needed
- Work with County Library Director on policies, budgeting, and other county-level issues
- Implement the policies of the Crawford County Library System as well as those of the assigned branch library, and observe state and federal library laws
- Attend all meetings of the Crawford County Library System Board, local Friends of the Library, and other meetings as scheduled by County Library System Director
- Keep the board members informed of all pertinent matters
- Prepare and present various kinds of reports
- Maintain active public relations, including maintaining or overseeing social media accounts; develop and sustain community partnerships, raising the visibility of the branch library within the public and local communities
- Represent the library on local committees and groups
- Work with the local Friends of the Library to raise funds and advocate for the library
- Contribute to the team; exhibit professionalism with patrons and fellow employees
- Perform other related duties as assigned

Policy Name: **Branch Director Job Description (Cont.)**

Requirements:

- High school diploma
- Current driver's license, clean driving record from DMV, and ability to travel
- Ability to participate as a colleague within a public library setting
- Ability to work as part of a group as well as independently with minimal supervision
- Ability to identify problems and resolve proactively
- Ability to supervise full-time and part-time staff
- Effective written and oral communication and interpersonal skills with staff and patrons
- Solid ability to use computers and other technology
- Ability to lift 50 pounds and have wide range of movement
- Ability to pass background and drug test

Preferred:

- College degree
- Previous library experience
- Residency in municipality of library
- Experience in community and civic engagement
- Skill in fundraising and donor development
- Supervisory experience
- Previous instructional experience

Schedule:

- 40 hours/week
- Flexible, primarily outside of library operating hours and on weekends
- Determined with successful candidate

Includes benefits

Salary is \$15.30/hour