

Library Branch Manager I



Job Description:

Professional, supervisory and administrative work directing the day to day operation of small branch library. Duties include staff scheduling, attention to physical branch facility, selecting, training and evaluating branch staff. Work also includes developing and implementing programs, services and special events to promote use of the library branch and related work as required. Reports to a Library Bureau Chief or higher level administrator; the incumbent works under general supervision that is received from a higher level librarian who reviews work for achievement of desired goals and objectives. Supervision is exercised over a staff of professional, para-professional and clerical employees engaged in various phases of library operations. An employee in this class must be physically able to operate a variety of job related machines and/or office equipment and be able to move or carry job related objects or materials.

Illustrative Tasks: (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class.)

- Develops goals, plans, programs, services and procedures for a branch library.
- Manages, supervises and participates in all daily service and support operations within a branch.
- Develops projections of resources and personnel necessary to meet established goals and objectives.
- Represents the Library in community organizations in the service area.
- Works closely with other branch managers and library management to assure services are responsive to patron needs.
- Ensures that building and grounds of the branch are properly maintained.
- Participates in committee work including the materials selection process.
- Prepares reports and statistics for the branch.
- Appraises employee performance and review evaluations of subordinates.
- Performs related lower level work as required.

Knowledge, Abilities, and Skills:

- Knowledge of managerial policies, practices and controls related to the management of a Branch Library.
- Knowledge of reference sources, and collection development practices and methods.
- Knowledge of public relations and customer service methods practices and procedures.
- Knowledge of computer hardware, software and peripherals utilized in automated library systems.
- Knowledge of federal, state, and city laws, rules, regulations and policies related to public library branch administration.
- Ability to establish and maintain effective working relationships with coworkers, officials, contractors, volunteers, community organizations and the general public.
- Ability to provide clear, concise oral and written communication.

Minimum Qualifications Requirements:

- Master's Degree in Library Science from an A.L.A. accredited or approved equivalent graduate school.
- Two (2) years of fulltime experience as a professional librarian which must have been gained after receipt of a Master's Degree from an accredited graduate library school. One (1) year of this experience must have been in a supervisory capacity at an urban public library.
- Must be able to work nights and weekends, stand for extensive periods of time during the work day, lift 25 pounds, and work at any location in the New Orleans Public Library System.

Annual Salary: \$44,061 (base)

- Benefits include: Longevity Pay, Annual Leave, Sick Leave, Paid Holidays, Health, Life, Dental, Vision Insurance and Pension Participation.

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How to Apply:

- 1) Email a resume and cover letter to Human Resources at hr@gno.lib.la.us

AND

- 2) Complete the application process through the City of New Orleans Civil Service Department:
<http://cityofno.com/pg-31-8-applying-with-civil-service.aspx>
 - a. Prepare the following documents:
 - i. Personal History Form: <http://cityofno.com/Portals/Portal31/Resources/PersonalHistory.pdf>
 - ii. Application for Examination: <http://cityofno.com/Portals/Portal31/Resources/AppForExam.pdf>
 - Note: You must fill out the Application for Examination form even though there is no exam. Your application will be based on a rating of training and experience, weighted 100%. Credit will only be given for related experience gained within the last ten (10) years.
 - iii. An *original* official transcript or diploma reflecting a Master's degree in Library Science from an A.L.A. accredited or approved equivalent graduate school.
 - b. Apply in person at the City Hall Civil Service Office listed below. If you cannot apply in person, please *mail* your documents to the address below:
Civil Service Department
Room 7W03, City Hall
1300 Perdido Street
New Orleans, Louisiana, 70112
(504) 658-3500
Mon-Fri, 9am--5pm
 - c. If you meet the requirements above, Civil Service will notify you that you have been added to the "register" (a list of eligible candidates) for the position.
- 3) The New Orleans Public Library will review applicants from the register and contact those candidates that they would like to schedule for an interview. The application and selection process may take some time and your patience is appreciated. Please do not be discouraged if you are not contacted right away. Recruitment is expected to continue throughout the year.

It is recommended that you view the New Orleans Public Library website, construction plans, and Master Plan to learn more about our organization in preparation for an interview at www.neworleanspubliclibrary.org.

Employment offers are conditional upon a successful drug screening, background check, and reference checks. The New Orleans Public Library is an Equal Opportunity Employer.
