

**Class Code**  
**6533**

## **Library Branch Manager II**

### **KIND OF WORK:**

Professional, supervisory and administrative work directing the day to day operation of large branch library. Duties include staff scheduling, attention to physical branch facility, selecting, training and evaluating branch staff. Tasks include, but are not limited to circulation, interlibrary loan, technological reference and all related library operations. Work also includes developing and implementing programs, services and special events to promote use of the library branch and related work as required.

### **DISTINGUISHING FEATURES OF WORK**

**Reports to:** Librarian Bureau Chief or higher level administrator.

**FLSA Status:** Exempt

**Supervision Received:** 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 Exercised:** Supervision is exercised over a large staff of professional, para-professional and clerical employees engaged in various phases of library operations. For example, twelve or more employees.

**Environmental Factors:** 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.

**EXAMPLES OF WORK** (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 and budget process.

Prepare reports and statistics for the branch.

Participate in selecting, training, motivating and evaluating library branch personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Contribute to the planning and development of capital improvement projects; work with architects and consultants relative to branch improvements.

**NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES** (At time of appointment)

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 manage, direct and coordinate the work of supervisory, professional, and technical personnel.

Ability to select, supervise, train and evaluate staff; provide administrative and professional leadership and direction and recommend and implement goals, objectives, and practices for providing effective and efficient administrative services for the branch.

Ability to assess community needs and trends, project future demographic changes and resulting needs, develop long-range strategies for programs and facilities.

Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.

Ability to provide leadership and direct the activities of varied program areas.

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.

**DESIRABLE QUALIFICATIONS FOR APPLICATION:**

1. Master's Degree in Library Science.
2. Four years professional experience as a Librarian.
3. Two years of that experience must have been in a supervisory capacity.