



Bullitt County Public Library Branch Manager

Department: Library Management Team
Reports to: Assistant Director

NATURE OF WORK

A Branch Manager leads activities to ensure the successful operation of an individual library. They are responsible for: promoting the library system to the community in a favorable manner; developing, managing, and motivating the staff; making sure Library defined policies and procedures are followed; handling employee and patron relations issues with assistance from Library Administration, and maintaining accurate records. The work requires consultations with members the Library Administration, the Library Management team, library staff, and members of the community.

ESSENTIAL POSITION FUNCTIONS

- Responsible for the overall administration of a community library including planning and oversight of the library's operations, staff, facility, and grounds.
- Applies policies and uses independent judgment within procedural boundaries in order to manage daily operations of the library; serves as a coach for assistant branch managers with the same function, as needed.
- Communicates well with people of all ages, demographics, ethnic backgrounds, and abilities.
- Demonstrates the ability to solve problems with the ability to ease tense situations.
- Assists Library Administration in determining when to escalate operational issues by creating incident reports and tracking patterns in operations.
- Attends the regularly scheduled managers' meeting to stay abreast of information pertinent to BCPL. Communicates the outcomes of these meetings to staff.
- Communicates clear performance expectations and conducts performance reviews. Develops and monitors work improvement plans as needed. Handles employee relations issues with assistance from the Library Administration.
- Leads team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
- Work with Maintenance team to ensure that the building and the grounds are properly maintained.
- Collaborates with Outreach and Programming to maintain awareness of community needs and to create branch programming.
- Collaborates with PR/Marketing to effectively communicate branding goals within the



location.

- Collaborates with Tech Services to maintain a vital collection.
- Uses technology effectively to complete daily tasks and assist patrons. Attends Staff Development Days and other training to enhance skills and stay abreast of trends that impact public libraries.
- May lead or serve on library committees and specials projects.
- Monitors staff certification requirements for library staff.
- Willing to assume additional responsibilities, as required.

JOB REQUIREMENTS

- High School diploma or GED required. Some preference may be given to those willing to work toward a college degree or Masters in Library Science.
- Two years of library experience and at least one year of management or supervisory experience.
- A valid driver's license and reliable transportation.
- Must be able to obtain a paraprofessional certificate of librarianship through the Kentucky Department for Libraries and Archives.
- Must be able to work days, nights, and weekends and work at any location in the Bullitt County Public Library system.

SKILLS AND CHARACTERISTICS

- Ability to read and write.
- Ability to understand and follow verbal and written directions.
- Ability to provide clear oral and written instructions.
- Ability to communicate effectively in written and oral expression.
- Ability to work with the public in a professional, courteous, and discreet manner.
- Ability to work both independently and with staff in a team environment.
- Knowledge of managerial policies, practices, and controls related to the management of a branch library.
- Knowledge of 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, including ILS reporting.
- Knowledge of community library needs and interests.
- Knowledge of reader interest levels, books, and authors.
- Knowledge of office productivity software, including creating documents and manipulating spreadsheets.
- Ability to set priorities and work with frequent interruptions.



- Ability to interpret and explain library policies, objectives, and facilities to library staff and the public.
- Ability to establish and maintain effective working relationships with coworkers, officials, contractors, volunteers, community organizations, and the general public.
- Ability to plan, organize, perform, and evaluate work assignments with initiative and sound judgment, independently or with minimal supervision.
- Ability to adhere to safety policies, procedures and guidelines.

PHYSICAL DEMANDS

- Standing, sitting, stooping, and walking.
- Handling books and other Library materials.
- Using computer input devices.
- Visual acuity for near reading.
- Mobility to help patrons and reach materials.
- Pushing and pulling book trucks up to 50 lbs.
- Ability to stand, walk, and sit from 26 to 50% of the time and climb, reach, bend, stoop, squat, kneel, crouch, push and pull up to 25% of the time.

WORK ENVIRONMENT

- Climate controlled environment.
- Exposure to dust.

WORK DEVICES

- Computers and peripherals.
- General office equipment.
- Telephones.
- Book carts.

Bullitt County Public Library is an AA, EEO and ADA employer.