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Bullitt County Public Library

Assistant Branch Manager

NATURE OF WORK

An Assistant Branch Manager acts to support the Branch Manager to ensure the successful operation of an individual library branch. They are responsible for exercising general supervision over branch staff and assuming responsibility for the Library branch in the Branch Manager's absence. Work requires the ability to plan, problem solve, prioritize, supervise, and train. The immediate supervisor for this position is the Branch Manager.

CORE VALUES

- Adaptability. We are outwardly focused, service oriented, and staffed by continuous learners.
- Equality. We welcome all with the same measure of respect, warmth, and acceptance.
- Accountability. We are an interdependent team holding ourselves mutually accountable for delivering results that are relevant to our community's needs.
- Integrity. We embody these values in every aspect of our operation, building personal and institutional bridges which facilitate productive, trusting relationships.

ESSENTIAL FUNCTIONS

- Assists the Branch Manager in all facets of administration and supervision of a library branch.
- Assumes responsibility for the library branch in the Branch Manager's absence.
- Solves problems with the ability to ease tense situations.
- Exercises decision-making skills in library branch operation, collection management, and patron and staff issues.
- Directs and prioritizes the work of subordinate staff in the absence of or assigned by the library Branch Manager.
- Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations in the absence of or assigned by the Branch Manager.
- Establishes and maintains good working relationships with library staff and customers.
- Applies communication techniques to reduce tension in escalated situations. Responds to incidents to include enforcing policy.
- Participates on interview panels and assists with the selection of staff for the assigned library branch.
- Assists in the orientation of new employees and identify training needs within a library branch.
- Attends or conducts branch or other meetings at sites throughout the Library District.
- Interprets and implements Library District and library branch policies and procedures.
- Assists patrons in the use of: automated library systems, various indexes, non-book materials, library equipment, and both circulating and reference library collections and materials.
- Conducts reference interviews with patrons to address research needs.
- Utilizes personal computers, automated library systems, the Internet, e-mail, and on line tools and resources.



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- Operates library and general office equipment including but not limited to: copy machine, telephone, facsimile machine and reader/printer.
- Assists in 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.
- Assists Branch Manager in ensuring that facilities and grounds are properly maintained.
- Stays abreast of new trends and innovations in the field of public library services.
- Assists the Branch Manager in collecting data and the preparation of planning documents, including goals and objectives for the library branch.
- Maintains and prepares various routine and non-routine reports and records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 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 reader interest levels, books, and authors.
- Knowledge of office practices.
- 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 understand and provide clear oral and written instructions.
- 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.
- 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.

MINIMUM QUALIFICATIONS

- 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. Must be willing to complete supervisory training.
- 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; stand for extensive periods of time during the work day; lift objects weighing up to 25 pounds; push book trucks up to 50 pounds; and, work at any location in the Bullitt County Public Library system.