

LIBRARY BRANCH MANAGER

198-C

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility under general direction of a Library Director or Assistant Director. Library Branch Manager is a supervisory position which involves planning, implementing and managing the library's branch operations in accordance with established policies, procedures and pertinent local, statewide and national laws, regulations and practices. The position requires the ability to effectively communicate both orally and in writing with the director, assistant director, other branch managers, staff, volunteers and the public. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Manages and oversees the library branch operations;

Implements library policies and procedures;

Manages library budget as it relates to funding allocated to their branch;

Stays informed of library and community issues, trends and attitudes, including managerial, political and personnel issues;

Manages, supervises, evaluates and mentors branch staff and volunteers;

Develops and maintains relationships with local community businesses and nonprofit organizations;

Collaborates with other library staff in accordance with current library long range plan to implement library programs and services in consultation with supervisor;

Recommends updates to strategic-plan, policies and staff development;

Responsible for library branch building maintenance and basic grounds keeping;

Develops and maintains a multimedia branch collection;

Responsible for maintaining financial, statistical and inventory reports for the library branch;

Performs simple informational, reference and referral services;

Represents the library at local community group meetings;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good attention to detail and ability to follow policies and procedures consistently; Working knowledge of library services, library materials and their use; working knowledge of basic computer systems; skill and accuracy in the performance of technical library tasks; ability to communicate clearly and accurately both orally and in writing; ability to train library staff; ability to plan, coordinate and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to carry out assignments independently; tact and courtesy in dealing with staff and public; ability to maintain a calm and friendly demeanor with the public under stressful conditions; and ability to move delivery boxes up to 70 pounds and lift 30 pounds, stand for extended periods of time, sit, bend, kneel, crouch and climb stairs.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; or

- (B) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of experience in a library, or non-profit organization, one (1) year of which must have been in an administrative or supervisory capacity; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in a library, or non-profit organization, one (1) year of which must have been in an administrative or supervisory capacity.

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Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

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