



# LICKING COUNTY LIBRARY

## Job Description Branch Supervisor

**Department:** Extended Services-Branch Services  
**Reports To:** Executive Director  
**Job Classification:** Full-Time Staff Member; 37.5 hours/week; Non-Exempt; Rate of Pay for Non-MLIS Supervisor: \$19.00/hour; Rate of Pay for MLIS Supervisor \$22.15/hour; dependent upon qualifications.

**Job Summary:** A Branch Supervisor is responsible for the day-to-day operation of the library supervising staff and planning and presenting programs for all age groups.

**Mission:** *To serve our community of lifelong learners.* The Branch Supervisor supports that mission by ensuring that Branch operations are conducted in the most effective, efficient, and customer focused manner.

**Personal & Professional Attributes:** All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

**Core Technology Competencies:** All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

**General Requirements:** Along with the commitment and desire to provide excellent service to library customers, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external customers. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

### Minimum Education, Experience, and Licensing Requirements:

- Bachelor's Degree preferred or an equivalent combination of appropriate education, experience, and training.
- Master's degree from an American Library Association accredited library school is preferred.
- Three years' supervisory experience is preferred.
- Valid driver's license and access to a vehicle to provide own transportation when participating in off-site library business.
- Library certification from the Ohio Library Council, preferred.
- Must successfully pass a background screening.

### Minimum Knowledge, Skills, Abilities, and Other Characteristics:

- Ability to lead, supervise, and motivate employees.

- Show enthusiasm and commitment to excellent customer service, genuine public service orientation and ability to work with all age groups and diverse populations of customers.
- Embrace innovation and experimentation with emerging technologies and related tools.
- Maintain an awareness of developments in the field of public library service.
- Excellent verbal, written, and telephone skills.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to follow verbal, written, and telephone instructions.
- Ability to maintain confidentiality of information handled.
- Ability to establish and maintain effective relationships with customers, staff, and the general public.
- Ability to organize and prioritize workload.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to operate and instruct others in operation of computer terminals and other equipment.
- Ability to recognize and respond to potential dangers to customers and staff.
- Knowledge of and ability to communicate library policies, procedures, and techniques to the public.
- Monitor current literature for patterns, themes and titles of potential interest to patrons.
- Demonstrate knowledge of books and reading and is able to communicate this to the public.
- Maintain and develop a background in popular fiction, periodicals and audiovisual materials.
- Knowledge of current reference materials, resources, services, and programs for adults.
- Ability to use Microsoft Office Suite and other software.
- Ability to perform the physical activities associated with this job.
- Flexibility in scheduling in regards to lunch breaks and length of work day.

#### **Essential Duties:**

- Implement and enforce library systems, policies, and procedures with both public and staff to ensure accuracy, consistency, clarity, and accountability.
- Supervise and provide exemplary customer service to customers by answering directional and reference questions, providing reader's advisory services, locating materials, processing hold requests, monitoring behavior of library customers, and ensuring that the library is neat and orderly.
- Perform clerical duties common to a library environment including issuing library cards, collecting of fees, answering telephone, renewing materials, scheduling meeting rooms, etc.
- Under the direction of the Collection Services Manager, will assist with collection development activities such as, purchase suggestions, ordering, preliminary deselection, etc. while maintaining a collection designed to meet the needs of the intended audience.
- Participate in department staff hiring, evaluation, and train staff how to perform duties according to standardized procedures and follow and implement Library policy.
- Prepare work, approve vacation schedules, and verify staff payroll time sheets.
- Supervise, plan, and implement Library programs for all ages.
- Participate in Library System long-range planning, goal-setting, collection development, and development and implementation of policies and procedures.
- Evaluate equipment, materials, services, programs, procedures, and recommend purchases and changes to the Extended Services Manager.
- Compile information and statistics and prepare and submit reports as requested.
- Prepare marketing materials according to Library guidelines and standards.
- Participate in training new hires that are going through the Onboarding Program.
- Coordinate, educate, and conduct classes and presentations for customers and staff on and off-site on library services and resources (i.e. speaker's bureau, community groups, internal staff training, etc).
- Delegate tasks among department staff members.
- Communicate with vendors and resolve problems.
- Compile, update, and prepare bibliographies and reader's advisory lists.
- Contribute articles and program schedules on branch library for Library newsletter.

- Prepare displays of fiction titles, other popular literature, and AV materials.
- Select new and weed materials in collection at branch as appropriate.
- Initiate Inter-library loan requests by verifying materials not in library consortium and placing request.
- Prepare for opening and closing by turning on/off lights and equipment.
- Instruct and assist customers in how to use Public Access Catalog terminal and other Library equipment.
- Fill photocopier and other equipment with paper and toner, clear paper jams, and notify service company or vendor for scheduled maintenance and more involved problems.
- All other duties as needed or as assigned.

**Additional Duties:**

- May attend library continuing education activities and/or represent Library at conferences and area events.
- May represent library at community outreach events such as parades, festivals, etc.

**PHYSICAL DEMANDS WORKSHEET**

| STRENGTH        |       | MOBILITY  |     | SENSORY/PERCEPTUAL |     |
|-----------------|-------|-----------|-----|--------------------|-----|
| <b>Lifting</b>  | Yes   | Throwing  | No  | <b>Hearing</b>     |     |
| Maximum Weight  | 40lb  | Sitting   | Yes | Conversation       | Yes |
| <b>Pushing</b>  | Yes   | Standing  | Yes | Sounds             | Yes |
| Maximum Weight  | 300lb | Walking   | Yes | <b>Vision</b>      |     |
| Carrying        | Yes   | Climbing  | Yes | Far                | Yes |
| Gripping        | Yes   | Stooping  | Yes | Near               | Yes |
| Pulling         | Yes   | Bending   | Yes | Color              | Yes |
|                 |       | Crouching | Yes | Depth              | Yes |
| <b>Reaching</b> |       | Kneeling  | Yes | <b>Perception</b>  |     |
| Above shoulders | Yes   | Crawling  | Yes | Spatial            | Yes |
| To Floor Level  | Yes   | Twisting  | Yes | Form               | Yes |
|                 |       | Balancing | Yes | Feeling            | Yes |

| WORK ENVIRONMENT |     |                      |     | ACCESSIBILITY     |     |
|------------------|-----|----------------------|-----|-------------------|-----|
| Inside Work      | Yes | Traveling            | Yes | Doors             | Yes |
| Outside Work     | Yes | Working Alone        | Yes | Aisles            | Yes |
| Hot/Cold         | Yes | Working in a Group   | Yes | Tables            | Yes |
| Fumes            | Yes | Interacting w/Public | Yes | Telephones        | Yes |
| <b>Hazards</b>   |     |                      |     | Staff Room        | Yes |
| Machines         | Yes | <b>Operate</b>       |     | Public Restrooms  | Yes |
| Electrical       | Yes | Equipment            | Yes | Drinking Fountain | Yes |
| Sharp Tools      | Yes | Telephone            | Yes | Parking           | Yes |
| Slippery Floors  | Yes | Computer             | Yes |                   |     |
| Congestion       | Yes |                      |     |                   |     |
| Heat/Cold        | Yes |                      |     |                   |     |
| Dust/Vapor       | Yes |                      |     |                   |     |

**Understanding & Agreement:** The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

**Revised:** June 1, 2012

**Board Approved:** September 7, 2012

**Revised:** June 13, 2024

I understand and will effectively perform the duties & requirements specified in this job description.

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Employee

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Date