



**BRANCH MANAGER MAIN LIBRARY**  
**Full-Time Position 38 Hours**  
**(Grade F)**

**Basic Function:**

Performs a variety of complex technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the management of a library department or branch operations.

**Distinguishing Features of the Class:**

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature and include extensive contact with community and outside agencies served by the unit. Employees assigned to this class serve as managers of a department or branch and have hire, fire and disciplinary authority. Complex and sensitive library problems are solved independently.

**Characteristic Duties and Responsibilities:**

- Directs operations of library department or branch by assisting in developing short-range and long-range plans, determining internal policies and procedures, and coordinating the development of goals and objectives for the unit.
- Manages and leads in the operation of a library department or branch.
- Maintains good public relations with the neighborhood, community or target populations served by the unit.
- Trains and makes assignments to subordinates, evaluates their performance, and recommends personnel actions.
- Monitors unit operations and customer service, ensures any necessary corrections are made, and implements staff changes to improve activities.
- Assists in budget preparation and maintenance by forecasting department or branch library requirements and monitoring/approving expenditures.
- Oversees branch physical plant (cleanliness, safety, security, use); reports problems to the Facilities Manager and/or immediate supervisor.
- Attends meetings, continuing education programs and conferences to keep informed of current trends, issues and methods related to the assigned area of responsibility.
- Prepares correspondence and hears and resolves complaints.
- Coordinates, plans and promotes various library activities.
- Alternates with other Librarian Supervisors and Public Services Coordinators as the person in charge of the Main Library.
- Selects and maintains materials for department or branch collection.
- May lead and facilitate standing or special committees. Serves as a member of the Library's Management Team.

**Knowledge, Skills and Abilities:**

Thorough knowledge of professional library principles, methods, techniques and procedures; thorough knowledge of reader interest levels; ability to lead, plan and supervise the work of others; ability to use office productivity and communications software applications in a computerized, networked environment; tact and courtesy; ability to work in a team environment; ability speak effectively in public; good professional judgment.

Provides direct reference, reader's advisory and computer users assistance. Serves as liaison to community, fostering partnerships between the library, the schools and other agencies that serve youth in the community.

Develops joint programming between Lorain Public Library System and other agencies, working to promote reading and literacy awareness throughout the community. Requires at least two years progressively responsible public library experience including providing programs, reference and reader's advisory service directly to the public and supervising the work of clerical and/or professional staff in a union work environment. Competency in the use of a variety of online catalogs, the Internet, online databases, e-mail, and Microsoft Office software required; and experience presenting programs to all ages. Excellent customer relations skills, supervisory skills, ability to integrate technology into operations, thorough knowledge of public library collection development, good organizational and people skills to lead and communicate effectively in a team environment. Applicants are expected to work evenings and weekends. The Lorain Public Library System has a Main Library, five branches and a bookmobile, which serve a diverse population of over 135,000. Salary dependent on experience and qualifications; MLS from ALA-accredited library school required.

**Education, Training and Experience:**

Requires a master of library science degree issued by an ALA-accredited library school and three to four years of related experience.

**Supervisor:** Chief Operating Officer

**Other:** Full-Time, 38 hours/week. Salary Range \$65,000-\$70,000

**Closing Date for Internal Applications:** October 5, 2024

**Closing Date for External Applications:** Open Until Filled