



1500 Heart Mountain Street
Cody, WY 82414
307-527-1880

Park County Library System

STAFF JOB DESCRIPTIONS

BRANCH MANAGER – exempt

The Park County Public Library's Branch Manager is responsible for the oversight, direction, and supervision of the operation and activities of a branch of Park County Library, under the general direction of the Library Director.

SUPERVISION

- Exercise first-line supervision over professional, paraprofessional, other staff, interns and volunteers.
- Answers to the Library Director.

ESSENTIAL FUNCTIONS AND DUTIES

- Oversight of all branch library operations, staffing and purchasing under direction of Library Director.
- Carries out supervisory responsibilities in accordance with policies, procedures and applicable laws: training, planning, assigning, directing work, appraising work performances, addressing complaints and resolving problems.
- Responsible for collection development for the branch.
- Plans programs and outreach throughout the community, works with community groups to promote library services.
- Provides quality customer service.
- Monitors the budget for the branch expenditures.
- Prepares and submits reports as assigned.
- Supervises, trains, evaluates and is responsible for branch staff and their duties.
- Enforces library policies.
- Responsible for branch scheduling.
- Works with Friends of the Library and oversees volunteers at the library. Responsible for communication to staff, Friends, volunteers and the community on relevant library information.
- Performs other job-related duties as assigned.

QUALIFICATIONS

- MLS or MLIS from an American Library Association accredited program. A non-MLS or MLIS will be used only when recruitment has failed to find qualified MLS/MLIS candidates.

- Two years of supervisory experience preferably in a library setting along with library work experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Principles and practices of public library operation and library materials selection
- Professional library theories, trends and systems
- Research skills
- Record keeping, report preparation and management skills
- Understanding of community interests and needs and the ability to incorporate that into library services
- Administration of staff and activities
- Flexible work schedule
- Communicate effectively in writing, orally and comfortable in public speaking
- Read, understand and communicate complex documents
- Proficient in Microsoft Office, computers and other office equipment
- Ability to work independently, carry out instructions and to work as a team player
- Efficient, creative, enthusiastic, motivated, multi-tasker

WORK ENVIRONMENT

The noise level in the work environment is usually quiet, although occasional loud customers and equipment are present.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests and a background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.