City of Benson
City Council Communication

Regular Meeting **April 11, 2016**

To: Mayor and Council Agenda Item # 5

From: William Stephens, City Manager

Subject:

Discussion and possible action regarding the job description for a Library Branch Manager

Discussion:

With the retirement of the Former Library Director, Staff took the opportunity to review Library operations and job descriptions. This has resulted in the creation of a proposed Library Branch Manager job description. The Library Branch Manager will have a non-exempt status and have a salary grade of 32, with the salary ranging from the minimum salary of $33,477.83, a mid-point salary of $41,847.29 and a maximum salary of $50,216.75.

The new position will currently replace the Library Director position, which will remain as an approved job description, but will not be reviewed and utilized until the City operates more than one City library.

Staff Recommendation:

Approval of Library Branch Manager job description

Job Description

TITLE:	**Library Branch Manager**	**JOB CODE:**	152
DEPARTMENT:	Parks & Recreation Department	**FLSA:**	Non Exempt
PREPARED:	March 2016	**UPDATED:**	

Summary: Under limited supervision, plans, coordinates and supervises the daily operations of the Benson Library Branch related activities: develops and implements marketing strategies to promote the library; assists coordination efforts with other Branches and Cochise County Library District and the State of Arizona. Serve as the City Branch Librarian. Branch Manager will Report directly to Director of Parks & Recreation and/or City Manager.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees the day-to-day operations and staff of the Library Branch; schedules staff to ensure availability; trains staff to provide a high level of customer service; ensures that the Branch is fully stocked, organized, clean, books maintained and categorized.
- Plans, organizes and directs the operations and staff of the Library Branch; schedules activities based on established priorities and community needs; assists in hiring, trains and evaluates staff and volunteers; assigns work schedules; coaches and instructs employees to build skills; conducts performance evaluations..
- Prepares a monthly activity report that is submitted to the Advisory Board and City Council
- Assist in preparing annual library branch budget; monitors and approves expenditures to achieve budget targets; prepares and submits grants for supplemental funding; monitors and reports on grants as required.
- Compiles statistics on library branch usage, patrons and circulation; prepares special and recurring reports, grants, proposals and contracts; recommends and implements policy changes.
- Manages and directs all of the Library Branch activities, including reference, circulation, collection development, cataloguing and community programs; oversees and approves adult programs and children's activities.
- Manages and provides reference and interlibrary loan services; responds to requests for information, researches questions, and provides general and specialized information to the general public and library patrons.
- Promotes the use of the Branch through contact with other organizations; provides liaison with the Friends of the Library Group; provides and ensures a high level of customer service to patrons in specific and to the community in general.
- Maintains an official catalog file for library materials.
- Attends various workshops and conferences to continue training and development.
- Performs and participates in special projects.
- Performs other related duties as assigned.

Job Description
Library Branch Manager

Required Knowledge and Skills:

- Knowledge of Library Principles
- Knowledge of Library programs and services.
- Knowledge of personal computers, standard business software and specialized software for library applications.
- Knowledge of City policies and procedures.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of Managing a budget.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with City staff, patrons and the community.
- Skill in library collection development.
- Skill in conducting analysis, developing recommendations and preparing comprehensive reports.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Education and Experience

- Library Practitioner Certificate
- 5 years of Library Experience
- Supervisor Experience a plus
- High School Diploma
- State of Arizona driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of books, documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving books, files and records.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____