

City of New Bedford, MA Job Description

Job Title: Branch Manager

Pay Grade: M-09

Pay Range: \$61,649 - \$76,304

JOB SUMMARY

Manages the overall service plan and daily operation of a branch library, including staff management, collection development and maintenance, services and programs, customer and community relations, outreach, developing partnerships and overseeing the general maintenance and security of the library building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Oversees the operation of the branch library; supervises trains, evaluates, schedules and participates in selection of branch staff.
- Plans and implements library programs for all ages including story hours, after-school activities, educational workshops, reading groups, and technology literacy classes.
- Provides reference and reader advisory services to library users of all ages with print and electronic resources.
- Performs community outreach services through presentations at schools, local events and organizations; prepares publicity materials to highlight branch events to promote use of branch library.
- Develops branch library collections; reviews sources for ordering of print and non-print materials, catalogs new and donated materials; manages branch budget for materials and supplies; maintains collection through responsible weeding.
- Analyzes circulation rates and patron requests to prepare current collections and respond to local needs; prepares displays of library materials.
- Writes monthly statistical and narrative reports on branch services and circulation; collects, writes up and deposits monies received by the branch to City Treasurer's Office; prepares additional reports as required by the Library Director.
- Monitors branch facility maintenance needs; requests services as required; handles maintenance concerns as they arise to ensure proper cleaning and maintenance of the building and grounds; responsible for opening and closing of the branch.
- Collaborates with the Library Director on grants development, grant writing and related activities.
- Is thoroughly familiar with the library's vision, mission and strategic plan, and serves in an active capacity to assist the library in achieving its goals; collaborates with other managers as needed, with the clear understanding that all library departments work together as multiple parts of one unit.
- Performs special projects and related responsibilities as required and assigned.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

Education and Experience

- Master’s Degree in Library Science.
- Two years of relevant experience working in a library or a related library field.
- Any equivalent combination of education and experience.
- Spanish speaking preferred.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over Library Assistants as well as volunteers, and part-time, contracted or temporary employees. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision from the Library Director for the City of New Bedford.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.