

Library Paraprofessional I – Branch Manager

Revised 2/13/2020

FLSA Status: *Exempt*

General Definition of Work

Performs administrative work overseeing the day-to-day operation of the branch, interpreting library policies and procedures for staff and patrons, resolving problems, and related work as apparent or assigned. Work is performed under the limited supervision of the Regional Library Director. Departmental supervision is exercised over all branch personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Oversees day-to-day operation of the library branch.

Assists patrons; performs circulation and reference functions; receives and responds to inquiries and complaints; handles patron disputes.

Assists in the recruitment and selection of division personnel; assigns, directs and inspects the work of assigned personnel; recommends rewards, transfers, promotions, suspensions and terminations; coaches, counsels and evaluates the performance of assigned personnel; develops staff schedules.

Chooses books and other items for purchase.

Plans programs and books presenters for the branch.

Maintains files and records; keeps statistics of items out, lost, overdue, visitors, etc.

Weeds collection.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of reader interest levels; thorough knowledge of library reference, adult services and children's services; thorough knowledge of library system computer applications; thorough knowledge of library reference materials and research techniques; ability to maintain accurate records and statistics and complete accurate reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience

Bachelor's degree with coursework in liberal arts, or related field and moderate experience in a public library including some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing, sitting, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.
