March 31, 2023

Branch Manager

Meijer Branch

Full Time/non-exempt

Salary: 28.44 hour

Reports to: Assistant Director

**APPLY BY: April 9, 2023**

**Cover Letter Required**

**JOB DESCRIPTION SUMMARY**

Jackson District Library is looking for a Branch Manager II for the Meijer Branch location. The ideal candidate will be a great communicator with the ability to lead, organize, problem solve, and create and maintain community connections. The candidate should also appreciate teamwork, take pride in providing prompt and friendly service to customers of all ages, and have a passion for serving the Jackson community.

**DUTIES & RESPONSIBILITIES:**

* Plans and directs all the services and programs involved in branch library operations which include policy and procedure development, program planning, collection development, overall management activities and the direction of staff activities in conjunction with staff and library administrators.
* Supervises branch library by prioritizing and scheduling workloads, reviewing performance, recruiting, hiring, training, developing and disciplining when appropriate.
* Manages, reconciles and reports cash receipts. Verifies time cards.
* Utilizes staff and material resources in a cost-effective manner.
* Reviews all library policies and procedures to assure efficiency and quality of service to the public. Makes recommendations regarding quality of public service. Makes recommendations to library administration where improvement possibilities exist. Implements appropriate changes when approved.
* Assesses information regarding the community such as reading needs/interests, formulating service goals and developing programs for the branch in conjunction with staff and library administrators. Estimates costs and staff time, preparing and submitting requests for consideration at budget time.
* Work with collection specialists to select, evaluate, and organize library material ensuring a collection that is aligned with community needs and interests.
* Performs the duties of other branch library staff members as needed, assisting patrons with reference questions, bibliographic instruction, recommending books and materials, and performing other library duties as needed.
* Explains library policies and procedures and keeps branch employees informed of changes in the library system. Conveys concerns of assigned personnel as appropriate.
* Plans, publicizes, and promotes library services and programs through group presentations and lectures. Works with the Marketing Dept to advertise library programs of public interest within the assigned community.
* Prepares annual, statistical, budgetary and operational reports regarding circulation, branch activities and programs.

**Benefits include:** Health insurance,Life insurance, pension plan, LTD, Vacation, Sick, Personal, Tax deferred savings, AFLAC, Employee Assistance Program

**QUALIFICATIONS:**

**Education:** Possession or actively working toward a MLS degree from an ALA accredited institution.

**Experience:** A minimum of four years professional librarian services and two years management experience, including supervision of employees preferred.

**EOE**

Job Number: 23-016

Hours/Week 40

Hourly Rate: 28.44

**Closing date: April 9, 2023**