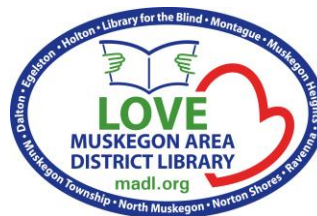


Muskegon Area District Library

An Equal Opportunity Employer



Posting Date: April 20, 2017
Closing Date: May 4, 2017
Position: Branch Operations Manager
Location: MADL Administration
Salary: Exempt Full time - \$56,000/year

The Muskegon Area District Library has 10 locations throughout Muskegon County, including a Library for the Blind and Physically Handicapped. <http://www.madl.org/> Muskegon County is located along the beautiful Lake Michigan shoreline with waterfront, rivers, woods and dunes. You'll enjoy a lifestyle that is *Pure Michigan*. <http://muskegon.org/go-muskegon/relocation-toolkit/>

JOB SUMMARY

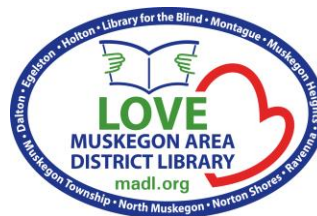
This position has the responsibility for the overall planning, supervising, organizing, and implementing branch services for all the Muskegon Area District Library (MADL) branches in accordance with Library policies and procedures. This includes directing operations to meet patron and staff needs and working cooperatively with other management team members to fulfill the Library's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates work schedules and attendance records according to library policies, procedures and union contract.
- Serves as the primary channel of communication between branch services and the library director via meetings, memos and other communications. Keeps management informed of problems and recommends solutions.
- Meets regularly and works cooperatively with the Administrative team regarding library policies, procedures and plans; conveys concerns and relays decisions and policies to branch staff; helps create and write policies and procedures.
- Fosters and actively monitors the development and utilization of Lead Librarians and Team leaders; develops team work by setting standards for effective work behaviors and demonstrates them consistently; evaluates performance of branch staff.
- Upholds the principles of intellectual freedom, privacy of records and the code of professional ethics.
- Primary contact for the enforcement of MADL policies, procedures and the patron code of conduct involving concerns and issues by patrons.
- Participates in at least one professional association; keeps aware of library developments and trends, online and other services.
- Visits branches on a regular basis for meetings with Lead Librarians and Team Leaders to determine areas in need of modification and improvement for public services.
- Maintains professional relationships with administrators, staff, professional and institutional organizations, the community at large and various outside agencies.
- Works in conjunction with Human Resources Manager in the area of training, performance evaluations, seniority levels and staffing issues including participation in the interview process and others areas as needed.

Muskegon Area District Library

An Equal Opportunity Employer



- Proposes changes and additions in branch services, procedures, staffing and assists in the development of long-range plans.
 - Assists with collection evaluations and makes recommendations for purchase or de-selection.
 - Ensures compliance of all pertinent Federal, State and local laws, regulations and ordinances and library policies and procedures.
 - Ensures safety policies and procedures are current and in compliance with applicable laws, regulations, ordinances and library policies.
 - Routinely seeks out and identifies sources for grant funding opportunities. Prepares well-written and documented grant proposals.
 - Evaluate business needs, objectives and goals, researching products available and designating procedures to best meet MADL needs.
 - Review on a continual basis departmental procedures, MADL policies and procedures, staffing and equipment for maximum efficiency while controlling costs.
 - Enforce MADL policies and procedures as a member of management for all employees.
 - Prepares reports as needed for the Director, Management Team Members, Library Board and other agencies as required.
 - Attends board meetings as scheduled.
 - Performs related work as required.
- (Duties listed above are not intended to be all-inclusive or to limit duties that might reasonably be assigned.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

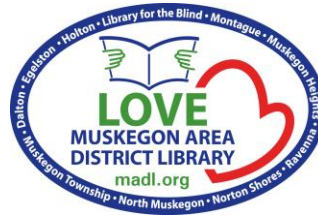
- Extensive knowledge and experience with library operations and current trends and developments in the field of library science.
- Strong interpersonal skills with the ability to work well with a diverse staff and patronage.
- Demonstrated leadership skills.
- Ability to work in a team environment and maintain effective working relationships with general public and employees.
- Ability to multi-task in conjunction with daily operations.
- Ability to exercise constructive judgment in analyzing, evaluating and solving problems of procedural, organizational, administrative and technical nature.
- Ability to recognize and re-assign priorities based on the needs of the organization.

EDUCATION, TRAINING AND EXPERIENCE

- Master's Degree in Library or Information Science from an American Library Association accredited library school.
- Possession of Level 1 Librarian Certification from State of Michigan within ninety (90) days of hire.
- Four or more years of library experience.
- One year as a Librarian.
- Experience with the Sierra ILS preferred.
- Experience with union contracts and labor relations preferred.

Muskegon Area District Library

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WILL BE REQUIRED TO

- Work a flexible schedule as needed.
- Be on call for emergencies weekends and evenings.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to thirty five (35) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is performed indoors.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and must have insured vehicle for use on Library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

To apply for this position send a completed application (applications can be found at www.madl.org), resume and cover letter to:

Muskegon Area District Library

Attn: HR

4845 Airline Road

Muskegon, MI 49444

Fax: 231-737-6307

Or email to jwonders@madl.org