HERRICK DISTRICT LIBRARY

Branch Manager – Full Time
$23.62 – 29.16 per hour
Generous Benefit Package applies

Due to staff retirement, Herrick District Library has an opening for a Branch Manager at the Herrick North Side Branch.

Qualifications include a Masters Degree in Library Science and at least three years of supervisory experience.

Responsibilities:
- Staffing - supports team: trains, instructs, schedules, sets goals and evaluates successes and failures
- Orchestrates all branch operations
- Exemplifies customer service and creates a user-centered experience
- Oversees branch programming and implements programs and events of interest
- Contributes to the planning and development of capital improvement projects; works with architects and consultants relative to branch improvements
- Recommends budget expenditures
- Provides reference and research assistance in various forms – in person, via email, phone, or other technological means
- Offers technology assistance – teaches patrons how to use library technology resources
- Identifies community needs and develops appropriate library responses
- Establishes and nurtures collaborative partnerships between the library and community organizations
- Assists with social media presence and branding of the organization
- Serves on the management team of the Herrick District Library
- Positively represents and promotes the interests of the library in the community
- Keeps informed of best practices, trends, developments in librarianship with emphasis on community development, reference services, information literacy and employee development
- Encourages, shares and brings great ideas to life
- Communicates with excellent demonstrated oral, written and interpersonal skills

Please submit a resume, cover letter and job application to the Library Director. Submissions received by September 14, 2015 will receive early consideration; however applications will be considered until the position is filled.

        jobs@herrickdl.org
        Library Director
        300 S. River Ave
        Holland, MI 49423