

Branch Manager
Full time position – Hebron Branch

Class: L2
Status: Exempt

The Boone County Public Library is seeking a dynamic, motivated individual for the position of Branch Manager to be a part of a creative and collaborative team. Under the general direction of the Assistant Director, the Branch Manager is responsible for strategic planning, coordination and evaluation of public services for the Hebron Branch, and supervision of the Branch Staff. The Branch Manager interacts extensively with the public and other staff members.

Responsibilities:

- Plan and manage a program of branch services including circulation, reference, readers' advisory, and programming to support the library's mission and goals
 - Work with library administration to develop, implement and evaluate branch policies and procedures
 - Participate in the personnel process for branch staff including hiring, supervision, and performance management
 - Develop and maintain branch collections that are responsive to community needs
 - Participate in developing and monitoring branch budgets
 - Establish and maintain excellent relations with groups, organizations, and individuals within the community served
 - Oversee interior and exterior maintenance of the branch facility; assure accessibility and attractiveness of the facility and collections
 - Prepare reports and compile statistics reflecting branch service activity
 - Participate as a member of the branch management team
- Perform related duties as assigned

Qualifications/Other Requirements:

MLS from an accredited library school or related Master's Degree

3-5 years progressively more responsible professional library experience including supervision

Or equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

Thorough knowledge of library principles and practices; awareness of current library trends and developments

Must qualify and maintain Kentucky Department of Library and Archives (KDLA) certification requirements

Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections

Ability to apply effective principles of leadership and management to maximize employee potential

Ability to establish and maintain effective working relationships with other employees and the local community

Ability to set priorities and work independently

Ability to communicate effectively verbally and in writing; strong presentation skills

Ability to effectively lead teams and chair committees

Familiarity with information technologies and their application in libraries

Travel among library branches and events as needed

Proficiency with Windows-based PC's, Microsoft Office products, Internet, email, and related products and procedures

Salary:

Salary commensurate with education and experience: includes excellent benefit package and participation in CERS

If you have the qualifications for this position, send cover letter (including salary requirements), job application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
jobs@bcpl.org
Fax 859-689-0410

Applications received by February 17th, 2019 will receive first consideration.