

POTTAWATOMIE-WABAUNSEE REGIONAL LIBRARY
BRANCH LIBRARIAN

Job Summary

Responsible for the total operation of the branch library. Manages all aspects of the branch operation including personnel, materials, programming, and equipment. Reports to the Director.

Duties Performed

- A. Supervises the branch staff (assistant, substitute, and volunteers)
 - 1. Participates in selection of staff
 - 2. Trains the staff
 - 3. Determines the staff assignments and schedules, including opening and closing schedules
 - 4. Supervises and helps evaluate work of staff

- B. Is responsible for promotion and care of the materials
 - 1. Promotes the Branch as part of the Pottawatomie Wabaunsee Regional Library
 - 2. Acts as "readers advisor" to patrons by recommending titles- both print and non-print- for recreational as well as educational use
 - 3. Explains the policies and procedures to the patrons
 - 4. Responsible for the accurate checking-out and checking-in of library material
 - 5. Responsible for records on the location of materials assigned to the Branch - including, records of material on rotation
 - 6. Responsible for the preparation of materials for rotation as well as the return of rotating materials to the Branch
 - 7. Prepares NCKL books for the return to NCKL and the placing of those books on shelves at the Branch
 - 8. Processes PWRL requests and Interlibrary loan requests for the Branch (St. Marys processes requests for the Mini Libraries)
 - 9. Assists patrons, both in person and by telephone, in finding information and materials through the use of various library resources
 - 10. Sends overdue notices on materials not returned on time
 - 11. Helps maintain the collection by reviewing, by noting needed repairs or necessary processing changes, and by re-filing materials accurately and promptly.
 - 12. Introduces the library and the uses of its resources to patrons through informal instruction; by arranging and conducting formal tours; by preparing displays; and by presentations to groups and organizations.

13. Consults with other staff within the Pottawatomie- Wabaunsee Regional Library to insure harmonious operation of the total library.
 14. Maintains circulation and other statistics as required by the director and prepares such reports as are necessary.
 15. Willing to acquire necessary knowledge of the materials by attending workshops and training sessions.
 16. Ability to organize, manage, and conduct library programming including story time, summer reading, and other programming events as needed.
- C. Oversees the maintenance and upkeep of the Library building and all equipment used at the branch.
1. Monitors maintenance schedule of all equipment.
 2. Notifies proper staff of malfunctions or need for normal cleaning or maintenance.
 3. Keeps necessary record of usage of each piece of equipment and supplies needed by such.
 4. Acquires such skills as are necessary to use the equipment provided.
- D. Performs other duties as assigned or required.

Required knowledges, abilities and skills

- A. Ability to communicate courteously and effectively with staff members, patrons, and the general public
- B. Ability to perform clerical tasks such as sorting, filing, typing and transcribing information
- C. Ability to provide attention to detailed tasks
- D. Ability to pack, lift, and carry bags and boxes of books and supplies weighing up to 50 pounds, in and out of the library, regardless of the weather conditions
- E. Ability to read various sizes of print, including very small print
- F. Ability to work with computers and other technology
- G. Ability to plan and coordinate the work of others
- H. Understanding of basic aims, goals, and services of the Library
- I. Qualities of resourcefulness, good judgment, orderliness, accuracy, tact, courtesy, sense of humor
- J. Potential to become knowledgeable of Pottawatomie-Wabaunsee Regional Library's collection including resources at other locations within the Library
- K. Actively involved in and aware of events in the branch area
- L. Ability to take charge and to deal effectively with crises
- M. Ability to understand and carry out directions
- N. Initiative and resourcefulness in improving the collection and services of the Library
- O. High school diploma or bachelor's degree
- P. Willingness to continue personal learning and professional development
- Q. Willingness to work with the patron until they receive the materials or information necessary, if such is available