**JOB DESCRIPTION**

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**Position**: **Branch Head**

**Reports to:** **Assistant Director**

**Range: P3 (Exempt) (Union)**

**Supervises: Branch Library Staff**

**Reviewed: 1/2025**

**JOB SUMMARY**

Under the supervision of the Assistant Director, plans and directs the management of the library branch. Supervises all branch staff including training, directing work, assigning tasks and discipline. Schedules staff based on the needs of the library. Assesses community needs; plans and implements programs; and sets service goals. In concert with CADL Selection, builds and maintains an appropriate branch collection. Enforces library policies and procedures. Communicates with local government on pertinent library issues. Works with community organizations in promoting the library. Performs related duties as needed or assigned.

**DUTIES AND RESPONSIBILITIES**

* Manages the day-to-day operations of the branch library.
* Trains, supervises, directs, disciplines, and evaluates employees. Interviews and assists in the selection of employees. Communicates effectively with staff.
* Supports, explains, and enacts the policies and procedures of the Capital Area District Libraries.
* Ensures the continuing education of staff.
* Engages in branch collection maintenance through weeding, replacement, and limited selection while working with CADL's collection development team in managing these collections. Emphasizes needs of the local community and overall system goals pertaining to collection management.
* Offers high quality service to the community with attention to accuracy, timeliness and patron interaction.
* Promotes and publicizes a full range library services. Manages the branch’s local social media channels. Designs promotional materials with administrative support.
* Develops, plans, and implements programs for all age groups based on community interests and needs.
* Supports and contributes to initiatives that have systemwide impact. Participates in Capital Area District Libraries system-wide committees.
* Ensures fiscal responsibility of budget by allocating amounts, retaining records, and applying prudent practices.
* Submits reports, planning documents and budget requests as required.
* Works with community and local civic organizations, including the Library Friends group, to foster good public relations.
* Interacts and partners with local government officials, keeping them informed of library activities.
* Maintains physical appearance of the building. Reports repairs and facility needs to appropriate authority.
* Assists in the long-range planning for improving services in the community.
* Joins professional organizations, reads professional journals, and participates in continuing education

workshops/conferences to remain current on library issues and trends.

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

**QUALIFICATIONS (Minimum Required)**

* Possession of a Masters Degree in Library Science from an ALA accredited institute
* Possession of a Librarian’s Permanent Professional Certificate issued by the Library of Michigan, or the ability to acquire certification
* A minimum of three years satisfactory experience in public library. Previous supervisory experience, desired.
* Be physically able to perform the essential functions of the position, with or without reasonable accommodations.
* Knowledge and understanding of the principles of library science and library materials.
* Knowledge of library organization, materials, services, and policies and procedures.
* Ability to use computers and to utilize computer databases.
* Ability to initiate ideas for the improvement of functions and services.
* Effective written and oral communication skills.
* Ability to supervise, direct, and organize the work activities of others.
* Ability to establish and maintain effective working relationships with staff, community organizations, and the public.
* Skill in conducting oneself with tact and courtesy.