

Southwest La Plata Library District  
Branch Manager  
Job Description

Under the direction of the Southwest La Plata Library Director, the Branch Manager will be responsible for the following at his/her library branch:

I. Patron Assistance

The Branch Manager will provide assistance to library patrons in finding and selecting library materials, will assist patrons in the use of library equipment, will provide proactive, friendly service to internal and external customers, and will provide a safe and welcoming environment for library patrons, including maintaining an orderly appearance of the library.

II. Library Materials

The Branch Manager will perform all circulation activities including checking in and out materials, issuing fines, and maintaining records on overdue books. The Branch Manager will maintain the library's collection by regular examination and weeding, repairing and/or replacing damaged items, and purchasing and cataloging books and other materials.

III. Community Outreach and Special Events

The Branch Manager will schedule, plan, conduct, and publicize library activities and programs for a variety of patron groups, including the Colorado Collaborative Summer Literacy Program. The Branch Manager will also conduct library tours and orientations for new patrons and student groups.

IV. Other Duties

The Branch Manager will maintain statistics on operations and activities in the branch and will provide these statistics to the Library Director in a timely manner. The Branch Manager will attend trainings and will be familiar with all library policies and procedures. The Branch Manager will, under the direction of the Library Director, work with other Southwest La Plata Library District staff, The Friends of the Southwest La Plata Library District, and Durango School District 9R personnel. The Branch Manager will perform related duties as required by the Library Director, including training and supervising volunteers and substitute library clerks.

## EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college or university is required. At least three years of increasingly responsible library experience is desired.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

### **Knowledge of:**

- Current public service principles, practices and methods
- Operational characteristics of library equipment and tools
- Current trends in library services
- Principles and procedures of record keeping and timely report writing

### **Ability to:**

- Operate a variety of library equipment, including computers, in a safe and effective manner.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, especially with 9-R personnel located at the Branch.
- Make sound decisions.
- Interact in a positive manner with staff and the public.
- Learn online systems and databases

### **Physical Activities:**

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

- Handling of files including floor to waist and overhead lifting;
- Ability to lift, push and move office supplies weighing up to 20 pounds;
- Ability to bend, stoop, stretch, reach, carry, grasp and turn objects;
- Ability to stand, sit, and walk for up to 60 minutes at a time;
- Frequent use of phone handset and repetitive use of hands and fingers to operate office equipment, use computer keyboard, computer mouse, and to perform other office tasks;
- Acceptable eyesight to read printed material, a computer monitor, and to operate office equipment;
- Acceptable hearing to communicate with others in person or through telephonic means;
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors;

- Ability to withstand extensive VDT exposure.