



Washington Parish Library

Job Title: Branch Manager
Supervisor: Assistant Director
Location: Franklinton Branch

Full Time Position: 40 hrs/wk
Starting Pay: \$14/hr
FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently
7. Ability to operate computers and office equipment

Description:

The Branch Manager oversees all phases of branch operations, including front desk operations, scheduling, and library programming.

Essential Duties:

- Serves as point of contact for all concerns for both patrons and staff: attempts to resolve any issues that may arise, including building maintenance issues that may affect the operation of the branch.
- Assists patrons in the use of the library, including but not limited to checking books in and out, assisting patrons with technology or library use, registering patrons for borrower's cards, shelving, etc.
- Supervises and trains branch employees in work tasks. Provides regular feedback to branch employees on work performance, and communicates this information to the Administration.
- Serves as a liaison between the Administration and the branch staff, ensuring clear, concise, and effective communication of policy updates, initiatives, and critical issues.
- Helps maintain order in the facility. Answers phone calls and directs such to the proper person.
- Monitors public computer and/or Internet use.

- Maintains and enhances the collection of the branch by determining what materials might be needed for purchase.
- Works with Library Administration to ensure the needs of the community are met and to promote Library services and resources to the community.
- Aids in the System's public relations efforts. May give talks to civic clubs, schools, etc.
- Attends monthly Branch Managers meetings and relays pertinent information to the Branch staff.
- Performs other duties and assignments as designated by Library Administration.

Requirements for This Position:

- Excellent verbal and written communication skills
- Supervisory ability
- Must work with an emphasis on accuracy and thoroughness
- Excellent people/interpersonal skills
- Technical knowledge of BookSystems functions
- Broad general knowledge of information sources and materials
- Good knowledge of computers and office equipment

Physical Demands:

The work requires considerable physical activity, with much bending and reaching to obtain books and other materials. Must be able to shelve and retrieve items overhead and at floor level. There is frequent lifting of objects weighing up to 25 pounds (marginal) and use of equipment requiring a high degree of manual dexterity (essential).

Education/Experience Required:

- Education: High School Diploma or equivalent.
- At least one year of managerial/supervisory experience.
- At least one year of customer service experience.

Franklinton Branch
 825 Free Street
 Franklinton, La 70438
 985-839-7805

Enon Branch
 14073 Hwy. 16
 Franklinton, La 70438
 985-839-9385

Bogalusa Branch
 304 Avenue F
 Bogalusa, La 70427
 985-735-1961

Thomas Branch
 30369 Hwy. 424
 Franklinton, La 70438
 985-848-7061