



## BRANCH LIBRARIAN

CLASSIFICATION	J
RANGE	\$32,772 TO \$51,244
FLSA	EXEMPT

### GENERAL STATEMENT OF DUTIES:

Performs professional and administrative work in planning, developing and directing the activities and staff of a branch library; does related work as required.

### DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for managing all resources and activities at a branch of the Botetourt County library system. Supervises all branch personnel. Liases with the public, other branch managers, community groups and other external organizations and entities. Reports directly to the Library Director.

### EXAMPLES OF WORK *(Illustrative Only)*:

- In consultation with the Library Director and Human Resources, recruits, hires, supervises and evaluates all branch personnel
- Trains new staff and keeps staff current on procedures and policies
- Assigns and schedules work for staff
- Manages collection development for branch
- Purchases library materials and supplies and assists in reconciliation of expenses
- Represents library at meetings and public events
- Develops, promotes and maintains library programs for children and adults
- Participates as part of library's senior management team
- Authorizes, manages and reports employee work time and leave to Human Resources
- Meets regularly with Friends of the Library
- Keeps library director informed of branch needs and issues
- Assists at circulation desk
- Assists patrons in using computers and related devices
- Performs other duties as required

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of library procedures and practices; ability to effectively supervise staff; ability to establish and maintain effective working relationships with patrons and citizens in the community; ability to maintain composure when dealing with multiple priorities, difficult situations and difficult people, ability to speak and write effectively; ability to make independent decisions both routine and non-routine in nature; proficiency with Microsoft Office products and other computer applications.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Requires Bachelor's Degree in Liberal Arts; MLS Degree from an ALA accredited school of library science highly preferred. Related experience in library services including at least three (3) years of supervisory experience.