

Conshohocken Free Library
A Branch of the Montgomery County-Norristown Public Library
Position Description

Title:	Branch Manager
Classification:	Support Staff II
Department:	Conshohocken Free Library
Supervisor:	Executive Director MC-NPL; Conshohocken Free Library Branch Advisory Board
Number of Employees Directly Supervised:	2 Full-time Employees; 3 Part-time Employees
Primary Work Location	Conshohocken, PA
Fair Labor Standards Act Status:	Exempt
Hours:	Full-Time, 37.0 hours/week
Schedule:	Days, Evenings, Weekends

Summary of Position

The Branch Manager is responsible for monitoring overall branch library operations, including: staffing, collection development, public services, and liaison among branch staff, MC-NPL Executive director, and the Conshohocken Free Library Branch Advisory Board.

Statement of Responsibilities

It is the responsibility of the Branch Manager to ensure that the highest possible levels of library services are provided to the residents of the Conshohocken service area. At the discretion of the Branch Manager, specific tasks and responsibilities may be delegated; however, the Branch Manager is ultimately accountable to the Executive Director, MC-NPL, and the Conshohocken Free Library Branch Advisory Board. Other duties as necessary to fulfill the organizational responsibilities of the Branch Manager's position.

Public Service

- Direct all aspects of branch library's service to the public
- Coordinate Support Staff schedules to facilitate library services to the public during the hours of operations
- Provide reference and reader's advisory services to adults and children;
- Provide programs for adults and children.

Collection Development

- Select books and materials for purchase or discard; perform ordering to adhere to budget;
- Regularly submit orders to MC-NPL Technical Processing for fulfillment.
- Approve invoices for materials ordered and received directly. Submit invoices for payment on a timely basis.
- Monitor ordering to adhere to budget.

Personnel

- Schedule staff, make work assignments, and monitor work by branch staff;

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- Conduct staff performance evaluations. Set objectives and work with staff to achieve objectives.
- Onboard and train new staff.
- Coordinate in-service training for employees,
- Present requests for professional development to MC-NPL and/or the Conshohocken Free Library Board.

Building

- Monitor building operations;
- Report problems to Branch Advisory Board and Executive Director, MC-NPL;
- Contact appropriate vendors to arrange for repair or maintenance.

Operations

- Report monthly to MC-NPL Executive Director on library use and activity;
- Report to Branch Advisory Board during their scheduled meetings.
- Participate with Conshohocken Free Library Advisory Board in planning and budgeting for current and future operations;
- Represent the branch library at district, department head meetings, and other meeting as necessary.
- Oversee cataloging needs, coordinate with MC-NPL Technical Processing to catalog new materials, and work with branch staff to link added copies to existing bibliographic records and process items for circulation.
- Oversee maintenance and operation of technology by coordinating with MC-NPL when appropriate.
- Monitors locally owned hardware and software.
- Contact automation person at MC=NPL and/or when problem arises, MCLINC.

Planning

- Assist Library Board in setting goals and determining needed resources.\
- Make recommendations for MC-NPL Executive Director and Board of Directors for future support and development of branch.

Public Relations and Marketing

- Establish partnerships with local and regional organizations to better and more effectively respond to the needs of the community;
- Serve as a liaison at meetings of selected community organizations.
- Promote basic library awareness: location, hours, resources, etc.
- Advertise public programs, available materials/formats, and other services available at the branch through local media sources.

Skills

- Possess excellent interpersonal and organizational skills
- Possess excellent verbal and written communication skills;
- Must have an acute understanding of the general principles of library science and management of community library.

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- Must have familiarity with computer and information technology, including Microsoft Office;
- Must have valid PA driver's license and the ability to work at any of the Library's locations.

Qualifications for Employment

- Must hold a Bachelor's degree from an accredited institution of higher education, 5-7 years of previous work experience, with at least 3 years of experience in a library setting; or a Master's degree in Library Science and a minimum of 1 year of previous work experience.
- Prior supervisory or management experience with evidence of progressively increasing responsibility is required.
- Must possess a familiarity with library automation systems.

Physical Requirements

- Able to lift or move 20-25 pounds
- Able to bend to floor level and/or reach overhead
- Able to stand and/or walk for 1-hour period of time
- Able to sit for 1-hour period of time
- Able to manipulate keyboard of computer, typewriter or other equipment
- Able to manipulate mouse, pointing device or other input device
- Able to manipulate data cables, cords, connections, or similar power and data devices
- Able to manipulate pages of books, insert and remove disks, manipulate library materials
- Able to use telecommunication devices to hear and speak with staff and public
- Able to see, understand and create written material

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 30 days of date of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History and FBI clearances.

April 25, 2022