

Montgomery County - Norristown Public Library  
Job Description

<b>Title:</b> Branch Manager	<b>Classification:</b> Support Staff IV
<b>Primary Work Location:</b> Red Hill, PA	<b>Department:</b> Upper Perkiomen Valley Library
<b>Supervisor:</b> Executive Director	<b>Number of Employees Directly Supervised:</b> 8
<b>Status:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<b>Fair Labor Standards Act Status:</b> Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Hours:</b> 37 hours/week (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, Montgomery County – Norristown Public Library’s (MC-NPL) Executive Director, and the Upper Perkiomen Valley (UPV) Library 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 Upper Perkiomen Valley 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 MC-NPL Executive Director and the UPV Library Board for providing quality service and maintaining professional standards according to approved policies and the mission of UPV Library.

**Essential Duties and Responsibilities**

**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**

- Develop and maintain library collections responsive to the educational, recreational, and informational needs of the local community.
- Select books and materials for purchase to add to the library’s collection or to remove from the library’s collection.
- Regularly submit orders to MC-NPL Technical Processing Department for fulfillment.
- Approve invoices for materials ordered and received directly. Submit invoices for payment in a timely basis.
- Monitor ordering to adhere to budget.

**Personnel**

- Schedule staff, make work assignments, and monitor work by branch staff;
- Complete and conduct effective staff performance evaluations. Set performance objectives and work with staff to achieve objectives.
- Onboard and train new staff.
- Coordinate in-service training for all assigned employees and ensure required employees meet regulatory standards.
- Present requests for the professional development of staff to MC-NPL and/or the UPV Library Board.
- Approve and submit time off request and timecards for assigned employees on the Human Resources Management Software system.

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### **Building**

- Monitor building operations.
- Report problems to UPV Library Board and MC-NPL Executive Director.
- Contact appropriate vendors to arrange for repair or maintenance.

### **Operations**

- Report monthly to MC-NPL Executive Director on library use and activities.
- Report to Library Board during their scheduled meetings.
- Participate with The Library Board in planning and budgeting for current and future operations;
- Represent the branch library at district, department head meetings, and other meetings 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 and contact the automation and technology coordinator at MC-NPL and/or when problem arises.
- Ensure compliance with PA library regulations and procedures.
- Perform any other duties as requested by MC-NPL Executive Director and the Library Board.

### **Planning**

- Assist Library Board in creating the annual budget, setting goals and determining needed resources.
- Make recommendations to MC-NPL Executive Director and Library Board for future support and development of branch.

### **Public Relations and Marketing**

- Serve as member of the Upper Perkiomen Community Council and help to oversee operations of the Community Thrift Shop
- 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
- Plan, coordinate, and handle all record keeping for fundraisers.

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

### **Qualifications for Employment**

- Must hold the minimum requirement of a Bachelor's degree from an accredited institution, 5-7 years of previous work experience including at least 3 years of experience working in a library setting, and must be willing to become a Provisional Librarian within 18 months from the date of hire.

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- A Master’s degree in Library Science with a minimum of 1 year of previous work experience is preferred but is not required.
- 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

**Additional Eligibility Requirements**

- Employment is contingent upon the completion of the PA State Mandated Reporter Training, PA State Police Criminal History clearance, Child Abuse History clearance, and FBI clearance within 30 days from the date of hire and every 60 months thereafter. All certificates and results must be submitted within the state’s and library’s required timeframe.
- Complete 6 hours of continuing education and training every 2 years.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Updated: February 24, 2023**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_