

ASSISTANT BRANCH MANAGER

(Range 125)

DEFINITION

Performs professional administrative and supervisory work in promoting the growth and development of the library. Assists the Branch Manager in the planning and operation of a library branch.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Branch Manager.

Exercises general supervision over library branch Department Heads and subordinate branch staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Assists the Branch Manager in all facets of administration and supervision of a library branch.
2. Stays abreast of new trends and innovations in the field of public library services.
3. Assists the Branch Manager in collecting data and the preparation of planning documents, including goals and objectives for the library branch.
4. Submits recommendations to the Branch Manager concerning organization of library branch services.
5. Maintains and prepares various routine and non-routine reports and records.
6. Resolves a wide range of routine and non-routine issues and difficult situations.
7. Exercises decision-making skills in library branch operation, collection management, and patron and staff issues.
8. Participates on interview panels and assists with the selection of staff for the assigned library branch.
9. Directs and prioritizes the work of subordinate staff in the absence of or assigned by the library Branch Manager.
10. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations in the absence of or assigned by the Branch Manager.
11. Assists in the orientation of new employees and identify training needs within a library branch.
12. Assumes responsibility for the library branch in the Branch Manager's absence.

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13. Assists subordinate staff in the planning, and operation of specific functional, programmatic, and physical aspects of library services and facilities.
14. Interprets, develops, and implements Library District and library branch policies and procedures.
15. Interacts extensively in person, and over the telephone with patrons, district-wide staff and management, outside agencies, vendors, and other libraries.
16. Performs on-line catalog bibliographic maintenance and inquiries.
17. Assists patrons in the use of automated library systems, various indexes, non-book materials, equipment, use of circulating and reference library collections and materials using the Library of Congress Classifications.
18. Conducts reference interviews with patrons to address research needs.
19. Provides library services over the telephone and in person, to both patrons and staff.
20. Conduct database searches both on-line and in-house.
21. Utilizes personal computers, automated library systems, the Internet, e-mail, and on line tools and resources.
22. Operates library and general office equipment including but not limited to: copy machine, telephone, facsimile machine and reader/printer.
23. Orders and processes acquisitions of various materials (books, periodicals, electronic resources and office supplies) appropriate for library branch.
24. Maintains a safe environment for both patrons and staff.
25. Attends or conducts department, branch, and other meetings at sites throughout the Library District.

Marginal Functions:

1. Participates in committee work and chairs committees when needed.
2. Ensures completion of and submits employee leave request forms.
3. Attends and participates in professional associations meetings and seminars.
4. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Professional public library principles, practices, and techniques.
2. Current trends and developments in the field of public library administration.

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3. Research techniques.
4. The sources and availability of current information.
5. Effective supervisory techniques and practices.
6. Basic accounting principles and procedures.
7. Adult and children's literature.
8. The Library of Congress Classification System.
9. Library District terminology and functions.
10. Library District and branch policies and procedures.
11. Pertinent federal, state, and local laws, regulations, and ordinances.
12. Correct English usage, spelling, punctuation, and grammar.
13. Automated systems used in libraries including on-line tools and resources, as well as the Internet and computerized catalogs.

Ability to:

1. Establish and maintain effective working relationships with those contacted during the course of work.
2. Exercise good judgment and make sound decisions.
3. Work under pressure and meet deadlines.
4. Supervise and direct the work of subordinate staff.
5. Plan, organize, and prioritize projects and work assignments for efficient results.
6. Work both independently and as part of a team.
7. Interpret and explain Library District, branch, and department policies and procedures.
8. Accept and manage change and maintain flexibility.
9. Exercise initiative, independent judgment, and discretion.
10. Perform multiple tasks concurrently.
11. Work quickly and accurately.
12. Understand and follow oral and written instructions.
13. Communicate with and elicit information from difficult, upset, and irate individuals.

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14. Communicate clearly and concisely, both orally and in writing, including reports.
15. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
16. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying
 - operating assigned equipment.
17. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of automated library information systems equipment.
2. Use of personal computers and associated software.
3. Use of library and general office equipment.

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required. Two (2) years of increasingly responsible experience as a professional librarian required, including demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, patrons, District-wide staff and management, community organizations, vendors and others in the performance of duties required.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds) and moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

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Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: EXEMPT

CBA: SUPERVISOR II

DEVELOPED: JULY 1, 1995

REVISED: JUNE 11, 1998
MARCH 15, 2001
MAY 22, 2001
JUNE 20, 2001
APRIL 9, 2003
AUGUST 4, 2003
MARCH 12, 2018