



Campbell County Public Library
Employment Opportunity Posting
Posted October 23, 2017

JOB OPPORTUNITY

JOB TITLE: Branch Supervisor

WORKSTATION: Alexandria

SCHEDULE: Tuesday through Saturday
10:30am-7:00pm Tuesday-Friday
8:30am-5:00pm Saturday
(40 hours a week)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$12.90 per hour with \$1.50 differential pay

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Alexandria Branch Supervisor

REPORTS TO: Cold Spring Branch Manager
JOB CLASSIFICATION: 4
STATUS: Non-Exempt
REVISED: 11 Oct 2017

BASIC FUNCTION:

Under the general direction of the Cold Spring Branch Manager, the Alexandria Branch Supervisor performs specialized tasks related to the circulation of library materials as well as providing reference services for all ages. The Alexandria Branch Supervisor is responsible for the supervision of the Alexandria Branch staff: providing schedules, training, conducting performance reviews, hiring, and disciplining. Duties require supervisory skills, independent judgment, and independent action. The Alexandria Branch Supervisor interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Perform general desk duties including answering telephone and directing calls, circulation of library materials, check in magazines and newspapers, holds processing, fine/fee payments, processing library card applications, scheduling/confirming meeting room reservations, recording statistical usage (in-house, honor, etc.) and other similar responsibilities.
- Check library application forms against data entry that is completed by other branch staff.
- Compile circulation report and statistical usage and submit to the Branch Manager and Library Director monthly.
- Resolve disputes with patrons concerning overdue, lost and damaged items, directing unresolved issues to the Branch Manager as necessary.
- Oversee or conduct the processing of overdue notices including review of patron accounts turned over to collection agency.
- Participate, with the Branch Manager and in coordination with the other branch patron services staff, in setting/changing policies and procedures for branch circulation services.
- Prepare schedules for branch staff.
- Reconcile cash drawer and prepare bank deposits.
- Hire (with assistance from Branch Manager) other branch staff.
- Train and supervise branch staff.
- Supervise minor repairs on library materials.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Prepare and administer computer instruction for patrons and staff.

- Create monthly narrative and statistical reports of the position's activities.
- Assist with the creation and maintenance of book displays for adults, teens and children.
- Collection maintenance activities, including weeding and shelf shifting, under the direction of the Branch Manager.
- Maintain a regular schedule of cleaning the branch including public and staff areas, including mopping, sweeping, vacuuming, dusting and daily trash removal.
- Monitor cleaning supplies and order (through the Facilities Specialist) as needed.
- Perform general repairs as authorized, report any problems with the building or furnishings to Branch Manager.
- Shovel snow from sidewalks and/or apply treatment as necessary, alerting Branch Manager or building owner.
- Perform duties of other branch staff when necessary.
- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor degree preferred or a combination of some post-secondary education and relevant work experience.
- Knowledge of library principles and practices, and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Prior supervisory and customer service experience necessary.
- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.