



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted March 23, 2021*

**JOB OPPORTUNITY**

JOB TITLE: Branch Manager

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$25.00 per hour

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>



## Newport Branch Manager

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REPORTS TO:	Assistant Director
JOB CLASSIFICATION:	9
STATUS:	Exempt
REVISED:	23 Mar 2021

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### **BASIC FUNCTION:**

Under the general direction of the Assistant Director, the Newport Branch Manager is responsible for administration, evaluation, and delivery of library services for the branch. The Newport Branch Manager is responsible for the general supervision of the branch staff including the direct supervision of the Adult/Teen Services Librarian, Children's Services Librarian, and the Patron Services Supervisor with activities to include providing work schedules, training, conducting performance reviews, hiring, and disciplining. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The Newport Branch Manager interacts with the public and with other staff.

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:**

- Oversee branch library services including circulation, programming, reference, and branch outreach.
- Recommend, implement, and evaluate policies and procedures for branch library services.
- Train, evaluate, schedule, and hire (with approval of Library Director) personnel for the branch.
- Oversee the planning of assignments for volunteer support staff.
- Oversee exterior and interior maintenance of the branch facility.
- Oversee collection development for the branch, delegating and participating in both selection and de-selection as appropriate.
- Oversee collection management for the branch, conducting shifting as necessary and ensuring that marketing areas are regularly stocked.
- Participate as a member of the Management Team in planning and policy making.
- Create weekly messages to promote branch programming on the marquee.
- Compile weekly and monthly narrative reports. Ensure that branch statistical reports for programming and circulation are complete, accurate and submitted.
- Oversee the reconciliation of the cash drawer and prepare bank deposits as necessary.
- Participate in outreach activities and networking with local agencies.
- Perform duties of other branch staff when necessary.

- Lead and serve on committees as assigned by the Assistant Director.
- Maintain an appropriate manual of department operations.
- Perform other duties as assigned.

**EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Master's degree in library science from an ALA accredited library school.
- Three years of library experience including supervisory 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.
- 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 to successfully 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.*