



WAYCROSS-WARE COUNTY PUBLIC LIBRARY BRANCH MANAGER

Job Description, updated June 2018

Summary of job responsibilities

This is a non-exempt position under the general direction of the Branch & Outreach Services Librarian. Duties include overseeing the daily operations of the Waycross-Ware County Public Library, headquarters of the Okefenokee Regional Library System.

Reports To: Branch & Outreach Services Librarian

Special working conditions

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching and pushing; extensive keyboard usage; will travel to other locations.

Minimum qualifications

- A high school diploma or equivalent
- At least three (3) years of experience in a responsible position involving substantial public contact
- Have or be able to obtain a valid Georgia Driver's license
- Knowledge of the use of computers and internet technology, including but not limited to MS Word, Excel, PowerPoint, Publisher and Access

Position Responsibilities

- Trains, counsels, and supervises all staff that report to the position
- Schedules staff according to allotted position hours and needed staffing levels for operating hours
- Monitors staff time cards to ensure that they are meeting allotted position hours and send to Branch and Outreach Services librarian for approval each month
- Attends all Regional Branch Manager meetings
- Attends all Waycross-Ware County Public Library Board meetings
- Is responsible for all monies received at their branch and prepares weekly cash and deposit reports for the Regional Office
- Updates and maintains public calendar of events for the Waycross-Ware County Public Library
- Responsible for the implementation of all OKRLS policies at the Waycross-Ware County Public Library
- Serves as the primary contact between the community and the Waycross-Ware County Public Library and implements effective public relations strategies and communications with the community
- Prepares all monthly reports, statistical reports, and annual reports required for the Waycross-Ware County Public Library
- Prepares documentation and instruction materials for the Waycross-Ware County Public Library's staff, volunteers, and patrons
- Implements and is responsible for the smooth operation of all public service functions at the Waycross-Ware County Public Library
- Works with the responsible agency to keep up building repairs and necessary maintenance

- Inventories, monitors, and requests all supplies for the Waycross-Ware County Public Library
- Is responsible for ensuring that the Waycross-Ware County Public Library is clean, tidy, and suitable for public use at all times
- Ensures that library-sponsored programming is implemented effectively for their branch with a focus on ideally providing a minimum of one program for each age group (children, teen, and adults) each month
- Working with the Branch & Outreach Services Librarian, actively pursues and engages in outreach opportunities through local and social media, community events, programming, etc.
- Serves as a representative of the Waycross-Ware County Public Library with other divisions, departments, outside agencies, community organizations, and the media
- Provides and supports leadership by displaying a high level of effort and commitment to performing work; operating effectively within the organizational structure; demonstrates trustworthiness and responsible behavior, and follows and interprets library rules, policies and procedures
- Maintains knowledge of current trends and developments in the field by reading books, journals, literature, electronic conference courses, newsletters, and attending relevant seminars/conferences that benefit the library (as funds and time are available)
- Other related duties as assigned

Physical Demands

- Frequent lifting and/or carrying of objects weighing up to 40 lbs
- Frequent bending, twisting and squatting
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions
- Frequent sitting, walking and standing
- Must be capable of using hand(s) for repetitive single grasping, fine manipulations, pushing and pulling and operating controls
- Ability to withstand temperature and noise changes in the work environment