

# ELYRIA PUBLIC LIBRARY

Inclusion, kindness, and respect infuse every chapter of our story!

## JOB TITLE: BRANCH MANAGER

<b>Department:</b>		<b>FLSA Status:</b>	Salary Exempt
<b>Location:</b>	West River, South, Keystone	<b>Position Type:</b>	Full-Time
<b>Starting Salary:</b>	\$52,000 annually	<b>Hours/Week:</b>	37.5
<b>Supervisor:</b>	Deputy Director	<b>Positions Supervised:</b>	Department Manager, Librarian, Assistant Librarian, Tech II, Head Page

### EPL LEADERSHIP MODEL

**Model** Our Culture and Values - **Coach** for Growth and Development - **Care** Deeply for Your Team

*EPL Leadership is about creating an employee experience that inspires passion, taps into purpose, and unlocks the full potential of each member of the team.*

## JOB SUMMARY:

The Branch Manager plays a crucial role in advancing our Library's mission by overseeing daily operations in one of the Library's branches. This role combines leadership, community engagement, and branch operations to create engaging experiences for our patrons and the members of our team.

## ESSENTIAL DUTIES:

### Leadership:

1. Maintain a comprehensive understanding of all departments and roles within the branch, ready to provide support or assume responsibilities when needed.
2. Demonstrate and communicate library policies to align the team with organizational values and standards.
3. Advocate for the needs and interests of the branch and the branch team within the organization.
4. Serve as the primary point of contact for all branch-related inquiries and incidents, ensuring safety, security, and seamless coverage and support as required.
5. Collaborate and provide support as needed across all library services to ensure the efficient and effective delivery of exceptional library experiences for patrons and staff.

### Management:

6. Supervise, lead, and support the branch library team, including scheduling, training, evaluating performance, and fostering a collaborative work environment.
7. Schedule, plan, and lead regular meetings with staff to gain insight and set expectations.
8. Oversees vendors and external service providers, establish expectations, and ensure accountability.
9. Maintain on-call availability to ensure schedule coverage and efficient library services within the branch.

### Patron Awareness:

10. Oversee and assess the development and implementation of all branch programs, services, and special events to encourage the use of branch library resources and facilities.
11. Oversee the library's collection, ensuring it aligns with the branch's focus, and provide collection development and maintenance as needed.
12. Stay up to date with trends, best practices, and innovation to keep the branch meeting community needs.
13. Conduct periodic surveys to gain valuable insights from current patrons and partnerships, assessing the effectiveness of library services.

### Community Engagement:

14. Proactively collaborate with local organizations, schools, non-profits, and community members to assess needs, enhance the library's community presence, and promote library services.
15. Establish and cultivate strong relationships with community partners to improve the delivery of library services and drive collaborative initiatives that enhance our offerings.
16. Set annual goals and objectives for the branch in alignment with the Library's strategic plan.
17. Identify and secure grant opportunities that support or expand the Library's goals, services, or collections.
18. Serve on various committees to assist with implementing library initiatives and represents the library at various community meetings.

### Branch Operations:

19. Oversee administrative activities, including budget planning, resource allocation, and facility maintenance, ensuring a safe and welcoming environment.
20. Evaluate and determine priorities for the branch, including its equipment, furniture, and supplies.
21. Lead accessibility and inclusivity initiatives, ensuring that library services and facilities are accessible to patrons of all abilities.
22. Other duties as assigned.

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**POSITION QUALIFICATIONS:**

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**Education:** Masters in library science preferred  
**Years of Relevant Experience:** Three (3) or more years preferred  
**Years of Supervisory Experience:** Three (3) or more years preferred  
A valid driver's license, automobile insurance, and reliable personal transportation is required.

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**JOB REQUIREMENTS:**

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1. Knowledge of principles and practices of public librarianship.
2. Strong financial management skills.
3. Knowledge of effective supervisory methods and techniques.
4. Skill in customer service with the ability to communicate with a diverse audience.
5. Skill in public speaking and delivering educational and informational presentations.
6. Ability to plan and conduct programs for the branch and department's audiences.
7. Ability to operate both general and role specific equipment and technology used by the Elyria Public Library, with or without accommodation.

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**WORK CONDITIONS:**

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1. The work environment entails common safety precautions consistent with office settings, including safe use of equipment, awareness of surroundings, and adherence to fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting objects [less than 50 pounds] and carrying them short distances [50 feet or less] is required.
5. May require working irregular hours, including evenings and weekends.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.
7. Consistent presence on the library floor and on feet while monitoring, assessing, and assisting patrons/staff in the use of the library and its equipment.

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**LEADERSHIP COMPETENCIES:**

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- Model-Coach-Care
- Social & Emotional Intelligence
- Adaptability
- Problem Solving
- Collaboration
- Organizational Awareness
- Effective Communication
- Positive Outlook
- Leadership
- Customer Service

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**PERFORMANCE METRICS:**

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- Mentoring & Coaching
- Employee Engagement
- Community Engagement
- Customer Satisfaction
- Patron Awareness
- Innovation & Creativity
- Project Management
- Continuous Education
- Administrative Efficiency
- Compliance

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The purpose of this position description is to offer a comprehensive overview of the primary duties and responsibilities typically undertaken by individuals in this role. Employees may be asked to perform job-related tasks beyond those explicitly outlined in this document. Reasonable accommodations will be made for persons with disabilities covered by the American with Disability Act (ADA) in accordance with its requirements.

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