

J. JOEL EDWARDS PUBLIC LIBRARY

ZEBULON, GEORGIA

MEMBER OF THE FLINT RIVER REGIONAL LIBRARY SYSTEM (FRRLS)

Position Title: Library Manager

Reports to: Library Board

Hours and Pay: Full Time, non-exempt status, 40 hours per week; weekdays, with some evenings & Saturdays (as job requires)

Job Summary: The Library Manager is responsible for all aspects of branch customer service. The manager provides leadership, example, and motivation for a high level of library service for all patrons. The manager successfully leads the library staff in providing circulation and reference services, oversees programming and collection maintenance. This position serves as the key contact for the public, the liaison with the local library board, and the regional library system staff.

Essential Job Functions:

- Manages daily operations of the library in cooperation with the FRRLS policies and procedures
- Serves as the key contact between public service and regional staff
- Supervises, trains, and evaluates the staff in all aspects of library service
- Oversees, coordinates, and carries out library programming for all ages
- Schedules library staff to ensure adequate library coverage
- Serves as the front-line supervisor, setting examples of customer service standards
- Identifies library service areas in need of development
- Assists in identifying local library needs for budget preparation
- Oversees public use of meeting room, ensuring the room policies are followed
- Provides monthly reports to the library board on library patron service activities
- Attends local library board meetings, regularly scheduled and special called meetings
- Prepares board meeting packets, i.e. minutes, agendas, and reports
- Plans and implements publicity for local library programs
- Assists in preparing displays and bulletin boards
- Attends FRRLS manager meetings as scheduled
- Cooperates with FRRLS director in representing this branch to the board and the public
- Coordinates maintenance of the library physical plant and front grounds
- Oversees the deposits of fines/fees with the board treasurer
- Ability to work daily in a self-directed manner
- Ability to work effectively with volunteers

Qualifications:

- Knowledge of current theories, practices, and procedures of public library management
- Ability to direct, supervise, motivate, and evaluate personnel in public service areas
- Competent to use and instruct others in electronic sources and reference formats
- Aptitudes and skill in public library programming for children, youth, and adults
- Ability to use information to promote library development
- Ability to integrate library services with community needs
- Competent with current Office applications
- Familiar with Quickbooks
- Familiar with the needs of local library patrons
- High school/GED with a minimum of four years public library experience. Bachelor's degree preferred.

Training, Supervision and Evaluation:

Supervision and evaluation of the library manager is provided by the local library board with input from the regional library director. Training may be offered by members of the professional team from the regional library system.

Physical Demands / Working Conditions:

Requires an ability to lift boxes of books of no more than 30 lbs. and push filled wheeled book carts. This position also requires the ability to stand for prolonged periods of time. This work is performed in a climate-controlled setting. Occasional extended work hours may be needed to attend meetings, training workshops, and special events.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time with or without notice in accordance with the needs of the library.

Employee Acknowledgement

I have read this job description and have had an opportunity to discuss it with the manager.

Employee

Date

Library Manager

Date