

Branch Manager
Full time position – Florence Branch

Class: L2
Status: Exempt

The Boone County Public Library is seeking a dynamic, motivated individual for the position of Branch Manager to be a part of a creative and collaborative team. Under the general direction of the Public Service Director, the Branch Manager is responsible for strategic planning, coordination and evaluation of public services for the Florence Branch, and supervision of the Branch Staff. The Branch Manager interacts extensively with the public and other staff members.

Responsibilities:

- Plan and manage a program of branch services including circulation, reference and programming to support the library's mission and goals
 - Work with library administration to develop, implement and evaluate branch policies and procedures
 - Participate in the personnel process for branch staff including hiring, supervision, and performance management
 - Provides exceptional customer service consistently, ensuring that all library customers (individuals, groups) have a positive experience
 - Develop and maintain branch collections that are responsive to community needs
 - Participate in developing and monitoring branch budget
 - Establish and maintain excellent relations with groups, organizations, and individuals within the community served
 - Oversee interior and exterior maintenance of the branch facility; assure accessibility and attractiveness of the facility and collections
 - Manage daily deposits for the branch; Prepare reports and compile statistics reflecting branch service activity
 - Participate as a member of the management team
- Perform related duties as assigned

Qualifications/Other Requirements:

MLS from an accredited library school or related Master's Degree

3-5 years progressively more responsible professional library experience including supervision

Or equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

Must qualify and maintain library certification from the state of Kentucky

- Thorough knowledge of library principles and practices; awareness of current library trends and developments

- Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections
- Ability to apply effective principles of leadership and management to maximize employee potential
- Ability to establish and maintain effective working relationships with other employees and the local community
- Ability to set priorities and work independently and manage multiple projects
- Ability to communicate effectively verbally and in writing; strong presentation skills
- Ability to effectively lead teams and chair committees
- Familiarity with information technologies and their application in libraries
- Travel among library branches and events as needed
- Proficiency with Windows-based PC's, Microsoft Office products, Google Suites, Internet and related products and procedures

Salary:

Salary commensurate with education and experience. Excellent benefits package, which includes healthcare coverage at no cost to employee, including vacation and sick days and participation in the County Employees Retirement System.

If you have the qualifications for this position, send cover letter (including salary requirements), job application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.