

Job Title: Branch Manager of Tallapoosa Public Library

PURPOSE

To manage, direct, plan, and coordinate the activities of the branch library, including overseeing the branch library facility; providing reference/information and reader advisory services for adults, teens, and children; providing programs and activities for the branch; and developing and maintaining collections for adults, teens, and children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Provide leadership in effectuating staff contributions towards Library system goals, developing and maintaining a positive, helpful, and professional approach to the overall community and individual library customers, and interpreting library policies and procedures.
- Provide reference/information and readers' advisory services for customers of all ages; assist customers with library technology, including searching online informational databases and other authoritative resources to answer complex inquiries; and offer appropriate referrals. •
- Coordinate branch collection development, including budget oversight and material selection, review, and evaluation. •
- Monitor the library's physical facilities and report building maintenance issues. •
- Develops, researches, prepares, schedules, and presents programs for school children, civic groups, pre-school children, and other groups.
- Trains, supervises and schedules the work of library staff and volunteers.
- Promotes the library through visits to local civic organizations; solicits donations to purchase new materials.
- Prepare and submit reports relating to branch activities, including statistical reports and publicity releases, for review by the local library board, city officials, and regional library headquarters. •
- Network and collaborate with outreach services, educational entities, City departments, and other service agencies to promote services and activities. •
- Performs other related duties as assigned.

Education and Experience:

- High School diploma or equivalent required
- Bachelor's degree from an accredited four-year college or university preferred
- At minimum three years of related experience.

