

**Job Title:** Branch Coordinator  
**Supervises:** Volunteers  
*Library Assistants as assigned*  
**Hourly Rate:** Depending on Experience  
**Position Status:** FLSA non-non exempt  
  
**Supervisor:** Branch Manager and Regional Director

### General Description

Supervises the day-to day operations of a branch library.

This position requires the ability to interact with the public, manage multiple tasks, communicate effectively (oral and written), use various forms of technology and soft ware, instruct, work productively with little supervision, work as a positive and productive member of a team.

Supervises assigned staff and/or volunteers. Promotes the mission and objectives of the Regional library system to staff, volunteers, library users and partners.

Work includes the application of professional library knowledge. Works under the supervision and direction of the Branch Manager and the Regional Director.

### Work Environment and Expectations

Requires evening and weekend hours.

Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

Manual dexterity and physical ability: to reach and shelve library materials. Must be able to operate a personal computer and keyboard, telephone and other office equipment. Sufficient vision, hearing and speech are essential to communicate with library users and to assist them in locating materials, using computers or other office equipment.

Physical exertion will be required to lift library materials and other supplies from overhead and from the floor.

## **Duties and Responsibilities**

Responsible for basic library services: circulation services, reader's advisory, maintain entire collection in good condition and information retrieval. Maintain a clean organized and safe working environment. Maintains circulation desk in proper order. Opens and closes the facilities according to established procedures. Creating an inviting atmosphere for the public.

Assist with collection management by reading shelves, screen and repair damaged materials as needed.

Responsible for communicating in an effective and positive manner to the public, staff and administration. Good communication skills, oral and written are essential.

Provides effective direction to assigned staff to ensure customer service needs are met. Knowledge and application of good customer service is expected.

Coordinates with the Branch Manager to resolve issues pertaining to building, equipment, materials and daily business operations. Contacts proper individuals for emergency maintenance when needed.

This position may include supervision of a Library Assistant and or volunteer(s).

Assists in planning, developing and delivering programs that are responsive to identified community needs. May be required to conduct programs at all age levels.

Provides prompt and friendly service to library users in person, on the phone, or through email.

Instructs library users and the general community in the use of library equipment and technology. Assists library users in the use of tablets, e-readers and other personal technology.

Performs required assigned collection maintenance tasks. Assist in collection development by making recommendations that reflect the interest of the community and for collection diversity.

Promotes the mission and objectives of the Regional Library to library members, participants and partners. Implements policies set by the Director and approved by the Library Board, Recommends needed policies, programs and services.

Collects and present statistical information. Prepares reports as needed and meets deadlines.

Assists with fiscal management by collecting fines, fees and donations, issuing receipts, recording financial transactions. Reconciling cash register receipts and preparing deposits as instructed.

Punctuality, reliability and attendance are essential to this position.

Performs other related duties as assigned.

## **Minimum Qualifications**

Some college or equivalent (work experience and a High School Diploma/GED)

Knowledgeable on the use of computers and computer programs. Ability to work with MS Office products (Word, Excel, Power Point, Publisher)

A reliable means of transportation.  
1-2 years' experience in a public library.

## **Preferred Qualifications**

Associates Degree or at least 2 years of college course work.  
Experience with Information Retrieval  
Knowledge of literature  
Experience in public speaking  
Experience in working with community groups.  
Experience in developing programs for all age groups.  
3 – 5 years' experience in a public library.