

Revised January 2023

**JOB DESCRIPTION
JEFFERSON DAVIS PARISH LIBRARY**

POSITION: Branch Manager (Lake Arthur)

RESPONSIBILITIES: Heads all services from the branch library. Represents the library system and the branch to the community.
Performs all other duties as assigned by Director.

IMMEDIATE SUPERVISOR: Library Director

DUTIES:

- Performs opening & closing procedures, including checking computers, cash register duties, checking/distributing mail, book drop, branch cleaning, securing the building, etc.
- Handles patron issues or disciplinary issues that may arise
- Registers new accounts and maintains branch patron records
- Shelves books, reads & straightens shelves, shifts books to make room as needed
- Discards library materials according to proscribed weeding guidelines
- Maintains daily and monthly records as required & reports as instructed
- Performs routine maintenance on copier/fax machine (checking for paper, toner, etc.)
- Makes displays and signage for book displays
- Transports items from branch to branch (courier) as needed
- Assists patrons in printing & accessing information via various technologies (fax, copy, computers, smartphones, etc)
- Knows, explains & enforces all library policies
- Connects patrons with local resources & assistance services
- Assists patrons in selecting, finding & requesting library materials
- Orders collection materials (books, movies, etc) for the branch & remains current on popular books & what patrons like to read/watch
- Maintains awareness & participates in up-to-date training of new applications & technology in the field of Library Science
- Trains new branch employees in all aspects of library responsibilities
- Plans & coordinates adult programs for the branch
- Notifies headquarters when maintenance or supplies are needed at facility (light bulbs need changing, change air filters, repairs needed, etc.)
- Keeps all library areas clean & neat in appearance
- Notifies ADMIN & IT when problems arise with computers or internet
- Plans & coordinates special activities & community outreach events
- Assists Branch Programmer with youth programs & Summer Reading Program
- Conducts financial transactions for gift memorials, fines & other fees; maintains & reports financial records for the branch
- Other duties may be assigned as needed

QUALIFICATIONS: Requires a high school diploma. Minimum two years library experience preferred. Requires skill in performing routines, experience with computers & current technology communication tools, willingness to study library materials and methods, appreciation of the objectives of public library service, leadership skills, ability to work well with others as a team member, tact, resourcefulness, and sense of humor in dealing with public, ability to represent library and branch to the community.

HOURS: 35.75 hours

SALARY: Minimum \$15.82/hr

BENEFITS: Includes medical, retirement & paid vacation & sick leave