

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Branch Manager**

Dept: **Public Services**

Job Code Number: **10405**

Reports to: **Associate Director, PS**

Grade Number: **16, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Manage a small library to meet the recreational and informational needs of the community. Responsible for efficient operation of the branch library. Supervises library staff and substitutes. Provides input in development of library collection; maintains the library collection and provides assistance to patrons regarding wider selection of materials within KCLS. Acts as liaison with city personnel and local library board.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Select, train, schedule and supervise the work of library staff and substitutes.
2. Assure compliance with King County Library policy and procedure.
3. Interpret library policies and procedures to the staff and public; resolve patron, circulation and human resource problems.
4. Conduct performance evaluations of library staff; write formal evaluations, review with staff, clarify performance expectations, and initiate appropriate corrective action as required, including coaching and development.
5. Select library materials for purchase from system developed lists based on knowledge of community interests. Evaluate and maintain the collection.
6. Assist patron in the use of library collections and provide basic reference service.
7. Perform administrative record keeping and reporting, including financial and activity reports, and timesheets. Submit budget request on an annual basis.
8. Assure that the library facility and equipment are in good working order. Resolve or report maintenance problems. Perform opening and closing duties. Maintain adequate supplies.
9. Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, community organizations, and other community groups.

Secondary Duties:

1. Perform library shelf maintenance tasks such as shelving, weeding, etc. on a regular basis.
2. Work at the circulation desks checking out materials.
3. Participates in system committees.

4. May participate in professional associations.
5. Perform other related duties as assigned.

Communication:

Incumbents have frequent interaction with a broad range of people both in individual and group settings. Contacts may be within the library structure, with the general public, or with other county agencies, volunteers, or similar organizations. Contacts are either by phone or face to face. Communications frequently contain confidential/ sensitive information necessitating discretion. Occasional formal presentations to groups may be a part of job responsibilities.

Initiative:

Incumbents generally operate from established and well-known procedures under general supervision and are occasionally responsible for developing practices and procedures for a branch. Position is responsible for problem solving at the facility level. The job involves a moderate degree of complexity, with incumbents operating independently under minimal supervision. Work situations are recurring with occasional variations from the norm. Decisions are made within general organizational policy constraints and guidelines.

Accountability:

Position involves frequent interruptions with maximum flexibility required. Planning requirements occur as a participant in group activity. The position makes decisions that have impact across a limited number of work units with impact primarily focussed on own facility. Supervisor occasionally monitors work. A delay in decision making or an error in work may result in poor service to the public or loss of staff morale. Positions in this classification generally have limited responsibility for controlling program, facility and book budgets, and daily cash flow. Confidential record keeping is limited to creation and review performance evaluations for 1-3 Library Assistant staff.

Leadership:

Position is responsible for mentoring library staff at the branch level as a manager. The position is responsible for modeling and promoting organizational values within the work unit or department, and as a representative of the organization in the community.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Associate's degree or equivalent specializing in library science and operations.
- Two to four years experience in library operation and systems.
- Classroom or on-the job training in supervisory skills and computers systems within the KCLS.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of Library policies and procedures.
- Working knowledge of library computer systems and applications including circulation software, Internet, on-line databases, office software, and e-mail.
- Working knowledge of the principles and practices of supervision.

Ability to:

- Operate effectively across a wide range of activities from routine to complex issues with system wide impact.
- Provide leadership to the local branch in developing and maintaining a positive, helpful and professional approach to the overall community as well as individual library patrons.
- Create, maintain and participate in a team-oriented approach to managing the assigned library branch and relating to relevant staff throughout KCLS.
- Speak, read, write and understand the English language.
- Select, mentor, train, and manage subordinate staff.
- Use discretion in relating to staff.
- Evaluate problems and find cost effective solutions.

Skill in:

- Assessing situations/problems and logically finding solutions.
- The use of computer software and hardware.
- Listening to, understanding and interpreting information received from employees and patrons.
- Managing time to maximize productivity.
- Effectively communicating information regarding KCLS to the community and patrons.

**SPECIAL REQUIREMENTS**

Valid Washington State drivers license.

**PHYSICAL DEMANDS**

The position requires constant use of visual senses. It also requires frequent sitting, standing, walking, bending, reaching, talking and hearing.

**WORK ENVIRONMENT**

Job is performed in doors and a library setting, and includes frequent work at a PC monitor and extensive close work. Extended periods of standing are occasionally required. There may be some exposure to angry or hostile individuals. While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds, or pull carts in excess of

100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Advancement Possibilities:  
Managing Librarian Series with MLS.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/31/01  
Revised: 3/1/08