

Position Profile



Delaware
County District
Library

Delaware • Ostrander • Powell • Orange

Branch Manager

Summary of Job Responsibilities:

Manages daily functions of the branch, supervises staff, and provides leadership in customer relations and community outreach.

Minimum Qualifications:

- MLIS from an ALA-accredited institution or equivalent experience.
- Previous supervisory and management experience preferred.

Knowledge, Skills and Abilities:

- Strong grasp of the principles of library and information science.
- Strong oral and written communication skills.
- Flexibility and adaptability.
- Problem solving skills.
- Ability to interpret and apply library policy.
- Strong technology skills.
- Ability to organize, plan and make decisions.
- Works well individually and as part of a team.

Duties and Responsibilities:

- Oversees daily operations of the branch, focusing on youth services, adult services or both as assigned.
- Provides direct service to patrons.
- Plans and provides programming for children or adults.
- Supervises branch staff.
- Hires and trains branch staff.
- Plans and manages an annual budget.
- Oversees branch facilities.
- Assists with collection development.
- Attends regular staff and committee meetings.
- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Strategic Plan.
- Supports and implements the Library's Customer Service Expectations.
- Stays up to date with new developments, and participates in continuing education events.
- Contributes to strategic and long range planning for the library system.

Working Conditions:

- All library positions require constant physical activity, including standing, walking, reaching and grasping.
- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.



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