

BRANCH COORDINATOR I

JOB DESCRIPTION

Classification Responsibilities: A Branch Coordinator I is responsible for managing the operation of a small Library branch. Duties include: selecting, training, supervising, and evaluating subordinate supervisors and staff; preparing and monitoring a budget; overseeing program areas of a branch (Adult Services and Youth Services); overseeing building and grounds maintenance activities; coordinating operations with outside maintenance contractors, cleaning services etc.; coordinating activities with other Library sections and City departments; and short- and long-range planning for future development. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Supervisory Librarian class by the responsibility of managing the operations of a branch Library, and this class is supervised by the Library Director. This class is FLSA exempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from a Library school accredited by the American Library Association with a Master's Degree in Library Science. Extensive (5+ years) progressively responsible professional Library experience, including considerable (3 - 5 years) supervisory experience.

Special Requirements. None

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Bilingual skills: ability to speak, translate, and write English and Spanish is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, and the Library Advisory Board in order to provide service to patrons. Instructs and trains subordinates, patrons, and City employees regarding computer applications and use of Library materials. Prepares annual reports, analyses of services, and responds to patron and management requests for information to communicate with staff, patrons, other libraries, and to promote library services.

Manual/Physical: Operates a variety of standard office equipment to prepare performance evaluations, search the on-line catalog to assist patrons, and create correspondence. Enters data and information into a personal computer (PC) in order to prepare performance evaluations and record information and data. Reviews the work product of others to ensure compliance with department standards. Monitors and evaluates information and work-related conditions to determine compliance with prescribed operating and safety standards.

Mental: Plans, organizes, and directs the activities of a branch Library. Supervises and evaluates the work of subordinate personnel providing reference services and programming to the public. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and operational problems by interpreting and applying Library policies and procedures. Coordinates work activities and program functions with City departments, other libraries, and agencies (business groups, Chamber of Commerce). Develops policies and procedures, and short- and long-term branch objectives. Conducts research and analyzes statistics relating to services to offer more complete informational services to the public. Prepares the budget for an assigned branch. Comprehends and makes inferences from Library policies and procedures, and informational materials to effectively provide Library reference services to the public.

Knowledge and Abilities:

Knowledge of:

the principles and effective techniques of supervision and management;
the principles, methods, and practices of Library and personnel administration;
the principles and techniques of Library materials selection, and the standards and techniques of good reference services;
the principles and methods of budget preparation and monitoring;
public Library principles, materials, practices, and organizations;
professional Library theories, issues, practices, and trends;
professional Library publications and the literature of librarianship; and
community reference needs and reading interest, and of ways to meet those needs.

Ability to:

supervise professional, paraprofessional, and clerical staff and provide effective leadership;
perform a broad-range of supervisory responsibilities;
keep up-to-date with current professional issues and developments;
communicate with and respond pleasantly to a demanding and diverse public;
motivate and communicate with staff;
exercise initiative in improving, developing, and conducting Library programs;
analyze professional problems and take appropriate actions;
interpret and make decisions in accordance with regulations and established policies;
write clear, complete, accurate, and logical reports; and
establish and maintain effective working relationships with management, City staff, vendors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/15

PN/pa/co

CS5065.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 53

SECURITY-No

CDL-No

IND-9410

SWORN-No