

Rampart Library District Branch Supervisor Job Description

Description of the Florissant Branch Library

The Florissant Library is a small, rural library located in Teller County (CO)The branch library is the gathering place, the focal point for the community it serves. It offers a District-wide floating collection, e-recourses and databases available 24/7, public computer, children's storytimes, programs, meeting room space and a friendly welcoming staff, among other things.

The supervisor represents the library and the entire District in an enthusiastic, positive manner to both the staff and the community. He/She has overall responsibility for library functions, staff and the building, working in cooperation with other members of the District Administration Team.

Essential Qualifications and Special Skills Required

Education: A Bachelor's degree or equivalent experience required; MLS preferred

Experience: Preferred two to five years of public library experience and at least two years recent supervisory and management experience.

Computer Knowledge: Must possess competency in word processing and the ability to learn the ILS. Requires strong ability to use and learn computers and computing equipment, Microsoft Office, electronic data bases, and the internet is considered the expert in the branch in these areas.

Physical: Position requires the physical stamina to perform the necessary duties involved in administering branch library. Must be able to stand and/or walk for 4 hours or more per day; bend and stretch with limitation; lift up to 35-50 pounds at a time; push a loaded book card (with wheels).

Personal: Must be innovative, self-motivated and a team player. Must be able to work at varied times, including evenings and weekends, at either branch if needed. May be required to close the branch by yourself.

Duties and Responsibilities

- Makes sure all District policies and procedures are adhered to and practiced regularly within the branch library.
- Understands and, as needed, performs all Librarians duties.
- Attends and participates in scheduled staff meetings.
- Maintains accurate records of financial transaction at the branch library, including cash register receipts and makes timely and accurate bank deposits
- Makes recommendations to the Director for the purchase of large scale items or projects.
- Alerts purchasing agent of material and supply needs.
- Maintains a safe and attractive library environment, including grounds, that is a source of community pride, and works with the Library Director to major maintenance, facilities or equipment needs.
- Supervises all Library Assistants and Volunteers at branch.
- Prepares staff work schedules and reviews staff time sheets, vacation, sick time used.
- Maintains good public relations and acts as a liaison with the general public and the community
- Ensures that patrons receive an exceptional level of customer service.

- Plans and facilitates Adult Programs at the branch.
- Sees that off hours programs are covered.
- Maintains library collection, new books, weeding and keeps collection fresh, rotating materials with Woodland Park when necessary.
- Reads widely and is aware of local community issues, current trends and political and economic issues that may affect the services provided by the branch library.
- Helps patrons with reader advisory questions and provides reference services.
- Develops and create displays, posters, bulletin boards, etc., to provide information and visual interest to the library and ensure that they are kept current.
- Develops news releases and other publicity concerning Branch activities and services to promote in local newspapers.
- Actively supports the Friends of the Library
- Maintains a thorough familiarity with library technology for circulation and public access and use of the circulation/catalog system. Supervises and performs as necessary all circulation activities
- Maintains proficiency in technology use, including Internet searches, online databases, interlibrary loans, circulation records, office equipment (e.g. copiers, fax), eBooks, etc.

WEEKLY EMPLOYMENT HOURS:

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Hours and Compensation

The duties of this position can generally be completed in 32 hours per week. Beginning annual salary is \$33,000.