

Branch Manager 1-Egg Harbor Branch Library

Salary

\$21.98 - \$25.12 Hourly

Location

Egg Harbor, WI

Job Type

Part Time .60 FTE

Department

Library

Job Number

00318

Closing

8/12/2020 4:30 PM Central

General Summary of Position

This position is responsible for administration and provision of library services that are offered at library branches in Door County. Performs professional library services, which include selection of materials, programming and record keeping. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

This position works an annual average of 22 hours per week.

Tentative Interviews will be August 21, 2020

Essential & General Job Functions

1. Maintains collection by selecting new materials, weeding and discarding obsolete materials and keeping the collection in an orderly, organized manner. Includes shelving, packing and unpacking delivery.
2. Administers branch library budget for materials and library memorial gifts.
3. Makes budget recommendations to county and village for equipment and capital needs.
4. Performs reference and reader's advisory functions, assists customers with use of library resources.
5. Communicates local issues concerning building, hours or program needs to Library Director and represents Door County on local advisory committee.
6. Trains and schedules circulation assistants.
7. Prepares statistics and required reports for the Library Director.
8. Handles interlibrary loan requests to and from the library.
9. Plans, organizes, publicizes, presents and evaluates programs for children and adults.
10. Collects and records fines, copier fees and printer fees and memorial gifts.
11. Participates in staff meetings, workshops and conferences.
12. Checks in and out library materials of all types.
13. Registers new library users and issues library cards.

General Job Functions

Other duties as assigned.

Publicizes library services to the branch service area.

Training, Experience, Knowledge, Skills & Abilities

Bachelor's Degree or combination of training and experience required.

One (1) to three (3) or more years of work experience dealing with the public.

One (1) year of experience in school and/or community activities.

One (1) or more years of experience in library methods and procedures preferred.

Current valid Wisconsin driver's license required.

Knowledge, Skills and Abilities Required

Knowledge of general office procedures and practices.

Skill in the use and operation of a personal computer. Knowledge of Microsoft Office® software and library software preferred. Skill in using/instructing tablets and reading devices.

Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; and pleasing manner.

Ability to work without direct supervision.

Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Frequent sitting with intermittent standing or stooping. Frequent walking from place to place to assist public in finding books on shelves or assist in finding information. Very frequent oral communication with the public and other librarians both face to face and over the telephone. Occasional lifting medium-weight bags and boxes and bending and stooping to pack and unpack books from them. Frequent handling and fingering of office equipment to aid patrons in use of computer and photocopier.

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone is continuously encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Agency

County of Door

Address

Door County Government Center

421 Nebraska Street

Sturgeon Bay, Wisconsin, 54235

Phone

(920)746-2305

Website

<http://www.co.door.wi.gov>