

## **ASSISTANT BRANCH MANAGER**

### **Essential Duties:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- In the absence of the Branch Manager, serves as point of contact for all concerns for both patrons and staff: attempts to resolve any issues that may arise, including building Maintenance issues that may affect the operation of the branch.
- Assists patrons in use of computerized catalog, helps them locate desired materials. Maintains material on the shelves in proper order.
- Does reference work of considerable difficulty. Assists/instructs patrons in their use of indices, online databases, and other specialized reference tools.
- Assists patrons with the use of photocopiers, microform reader-printer, Internet computers, printing documents, and other digital devices for research, downloading eBooks, eAudio, etc.
- Checks materials in and out to patrons, places holds on materials, receives fines and other monies. Registers patrons for borrower's cards, and enters such information into the database.
- Helps maintain order in the facility. Answers phone calls and directs such to the proper person.
- Monitors computer and/or Internet use, checking for Internet waivers as needed.
- Alerts the Assistant Director for Collection Development of needed materials for possible purchase.
- Conducts library tours for school groups, scout troops, etc.
- Aids in the System's public relations efforts. May give talks to civic clubs, schools, etc.
- Attends monthly Branch Managers meetings and relays pertinent information to the Branch staff.

### **Required Knowledge and Skills:**

- Excellent verbal and written communication skills
- Supervisory ability
- Must work with an emphasis on accuracy and thoroughness
- Excellent people/interpersonal skills
- Broad general knowledge of information sources and materials
- Good knowledge of computers and office equipment

### **Physical Demands:**

The work requires considerable physical activity, with much bending and reaching to obtain books, etc. must be able to shelve and retrieve items overhead and at floor level. There is frequent lifting of objects weighing up to 25 pounds (marginal) and use of equipment requiring a high degree of manual dexterity (essential).

**Minimum Qualifications:**

- Education: Master of Library and Information Science
- Experience: Three or more years of public contact work either prior to receiving Master's degree or after obtaining the degree.
- Work history showing steadily increasing levels of responsibility.
- Must possess and maintain certification as a Professional Librarian issued by the State of Georgia.

Bilingual skills (English/Spanish) preferred.

Please submit completed application, resume and cover letter to [gail.evans@henrylibraries.org](mailto:gail.evans@henrylibraries.org)

Deadline: until filled