



Job Title:	Lapel Branch Manager
Department:	Lapel Branch
FLSA Status:	Exempt
Employment Status:	Full time
Pay Grade:	53
Supervisor's Title:	Library Director
Last Revision:	March 2024

Job Summary: The Lapel Branch Manager is responsible for all aspects and operations of the Lapel Branch Library, coordinating and facilitating mission-driven procedures, services, programs, and outreach.

Essential Job Duties:

1. Evaluates, administers, and performs all functions, services, and procedures of the Lapel Branch Library, including answering reference questions in person, by phone, and through online chat or email, providing reader's advisory, locating materials and other resources for customers, providing technology and digital resource assistance to customers.
2. Oversees planning and implementation of programming and outreach activities for all ages to the Lapel Community. Promotes library programs and services during customer interactions and participates in library activities and community events, providing a positive image of the library.
3. Selects, supervises, trains, and evaluates Lapel Branch staff and effectively schedules staff to best meet library needs.
4. Uses integrated library system [ILS] to check library materials in/out to customers, process borrower cards, maintain borrower records, and determine the status of materials. Resolves problems with fees, library cards, and lost and overdue materials, and other customer service issues.
5. Accepts cash and credit payments for customer fees and accurately records payments. Counts money in cash register and balances cash sheets at closing time.
6. Ensures safe, orderly, and neat environments in public service and staff areas.
7. Collaborates with the Collection Services Manager and Children's Services Manager as appropriate for collection maintenance, including shelving, mending, holds, status changes, and organization of materials.
8. Adds value as a key member of management. Understands the organization, financials, industry, customers, and strategy.
9. Manages budgets and resources and understands their department's and the organization's overall financial position.
10. Seeks and maintains meaningful community connections and relationships including attending community meetings as appropriate in the Lapel community.
11. Manages vendors and outside service providers. Sets expectations and holds them accountable.

12. Collaborates with other department managers to plan library-wide programs and reading programs.
13. Develops guidelines for and oversees implementation of programs and activities for the Lapel outdoor space.
14. Oversees public meeting room reservations and usage at the Lapel Branch.
15. Serves on library management team. Collaborates with library administration in developing and implementing policies and procedures.
16. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
17. Performs other duties as assigned.

Job Education and Experience:

- Education Master's Degree in Information and Library Science is required.
- Certifications or licensure: LC3 or higher is required.
- Years of relevant experience: 5 to 7 years is required.
- Years of experience supervising: 2 to 5 years is preferred.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

Job Knowledge, Skills, and Abilities:

1. Knowledge of library operations and services.
2. Ability to plan and present programming Skill in customer service.
3. Skill in customer service.
4. Skill in public speaking.
5. Ability to implement and manage change within their department and/or organization.

Work Environment:

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

Physical Demands:

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 25 pounds of force to lift or move objects.

Equipment Used:

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values:

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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Acknowledgment:

I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.

Employee Signature:

Date:

Manager Signature:

Date: