

LIBRARY BRANCH MANAGER

PURPOSE: Serves as Librarian-in-Charge of one of the 12 neighborhood libraries. Responsibilities include, but are not limited to, managing the overall operation of this agency including staff development, collection development and maintenance, the service program, and overseeing the general maintenance of the library building and grounds.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

ESSENTIAL FUNCTIONS:

- Direct and provide library service to the community.
- Develops and directs staff to provide service to library users and community contacts.
- Manage and apply library policies to specific situation(s) taking into consideration total library system needs.
- Review materials to identify desirable resources in the light of community needs as determined.
- Oversee development and maintenance of collection using current selection procedures and policies.
- Communicate resource needs based on community served to designated material selector(s).
- Initiate contacts in the community and work with community organizations in library connected programs and represent the library in community organizations.
- Serve on system-wide committees, interpret needs of neighborhood libraries.
- Oversee the security of the library and the manner in which the facility and resources are used.
- Function as a public service librarian in children's, young adult, or adult services.

MINIMUM REQUIREMENTS:

1. Master's Degree in Library Science from a library school accredited by the American Library Association.
2. Five years of increasingly responsible professional librarian experience (post MLS) including supervisory experience.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Strong customer service orientation.
- Thorough knowledge of library organization, policies, services and trends.
- Ability to supervise, direct and work effectively with staff, to work with and interpret reader's needs, and to represent the library in a variety of community groups.
- Demonstrated capacity for developing staff and applying creative approaches to utilize all resources of the library system for the benefit of the population served.
- Competence in delivery of computer services (i.e., word processing, use of on-line reference resources, Internet use).

THE CURRENT SALARY RANGE (007) IS: \$ 51,440 to \$ 72,013 annually.

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11/16/06