

Bremen Rushcreek Memorial Branch/ Early Literacy Center & Johns Memorial Branch Manager

Fairfield County District Library

Position Title: Bremen Rushcreek Memorial Branch /Early Literacy Center & Johns Memorial Branch Manager

Department: Branch Services

Pay Range: \$51,129.00 annually

Immediate Supervisor: Coordinator of Circulation & Customer Service

Position Summary: Responsible for providing a full range of library services to patrons with an emphasis on early literacy services. The work requires that the employee have excellent judgment as well as excellent knowledge, skill, and ability in every phase of the public library field and specialized training in early literacy. Duties include reference work, materials review, coordination of adult and youth programming, maintenance of various collections of materials and learning equipment and supplies, outreach services to early learning agencies, promoting library use and managing and evaluating staff.

Education: MLS or MLIS required plus three to five years in a public library setting with successful progressive responsibilities preferred.

Responsibilities: (not all-inclusive) all of the duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by their supervisor subject to reasonable accommodations.

Essential Functions:

- Interpret and implement the Library's policies and procedures in a patron-responsive manner with a commitment to excellent customer service.
- Identify and interpret user needs by providing reference and readers' advisory services as well as computer, database and referral services and assisting patrons in material selection and interlibrary loan.
- Supervise the day-to-day operations of both the Bremen Branch/Early Literacy Center and Johns Memorial Branch Libraries by scheduling employees within the branches and allocating specific work assignments and responsibilities pertaining to operations and services.
- Ability to connect young children and their caregivers with resources that encourage early literacy skills.
- Plan, promote and present traditional and innovative programs and events for young children and their parents and caregivers including training for caregivers that supports state standards for early literacy development.

- Plan, coordinate, promote and present teen and adult programs, displays and outreach.
- Perform professional library duties in the selection, acquisition, organization and use of books, periodicals and materials for customers of all ages as well as searching databases, using on-line tools, automated indexes, etc.
- Perform professional library duties in the selection, acquisition, organization and use of materials which support early literacy.
- Ability to deal with customer concerns efficiently and effectively, negotiating for successful outcomes with customers in difficult situations.
- Ability to direct collection development and maintenance by weeding and selecting titles and materials for both branch collections.
- Initiate, organize, and follow through on programs, services, and projects.
- Participate in the hiring process of new support staff including interviewing, training, evaluating progress, disciplinary action, etc.
- Ensure that branch staff are responsive to customers in a consistent, friendly and professional manner.
- Establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Perform other duties as required.

Minimum Qualifications:

- Advanced knowledge of the elements of library operation and the ability to apply such knowledge to work performed.
- Advanced knowledge of the elements of early literacy and the ability to apply such knowledge to work performed.
- A strong public service orientation, excellent customer service skills and interpersonal skills to deal effectively with the public and staff.
- Knowledge of management principles and the ability to effectively supervise and direct subordinates.
- Demonstrate a familiarity and appreciation of children's materials as well as general library materials, resource sharing and interlibrary loan.
- Familiarity and proficiency with current library technology and the ability to develop skills in the complex use of the library's automation system and other computer technology, software and automated library systems.
- Proficiency in Microsoft Office and basic Internet searching.
- Ability to operate and troubleshoot office equipment including information management tools and possess manual dexterity to operate the equipment (Windows applications, databases, etc.).
- Ability to deal tactfully with personnel, visitors, vendors, government agencies/personnel, and the general public.
- Ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring and empowering teams of people to achieve department goals and objectives.
- Demonstrate judgment sufficient to work independently, organize work efficiently, set effective priorities and make sound choices despite obstacles or resistance.
- Ability to supervise and evaluate staff work performance and to delegate work effectively.
- Ability to think analytically and develop new or revised procedures and workflow.
- Excellent verbal and written communication skills and the ability to follow oral and written instructions.

Specific Requirements:

- Possess a thorough understanding of the Library's policies and procedures and fully endorse the FCDL philosophy of public library service.
- Exhibit adherence to all personnel policies and procedures as established by the Board and Library Administration and provided for in the Union contract.
- Exhibit integrity and ability to maintain the confidentiality of library information.
- Exhibit patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult staff and situations.
- Serve as a resource person to the other staff in matters relating to all aspects of youth services and early literacy.
- Serve as a resource expert for educators and work with them to develop early literacy teaching skills.
- Conduct storytimes (including the creation of plans and materials), book talks, class visits and community library activities.
- Prepares teacher collections as needed.
- Understand the importance of connecting customers to popular and recreational reading and the ability to assist them in choosing materials.
- Keep abreast of current issues and trends and of pop culture for collection development purposes.
- Understand the importance of determining customer needs, researching and locating answers in a timely manner, and providing accurate information.
- Possess knowledge and understanding of ordering, shipping and materials processing requirements.
- Possess understanding of parameters for weeding a collection and disposition of obsolete materials.
- Engage in activities to increase community awareness of library resources such as conducting tours, providing early literacy training to caregivers, preparing bibliographies and displays and contacting schools and other organizations; attend and participate in community activities and events.
- Prepare reports and collects data on departmental operations as assigned.
- Keep the Library Director informed of any issues as they affect the successful operations and public perceptions of the library.
- Designate goals for overall effectiveness and efficiency of the branches.
- Draft various procedures and forms to accommodate new and revised procedures.
- Provide information and training to staff members on library policies and procedures, departmental operations and services, job enhancements, and job-related technologies.
- Ensure effective, fair and timely evaluation of all support staff and maintain proper personnel records.
- Provide responsive leadership and fair representation of branches staff to library administration.
- Conduct regular staff meetings and training sessions; monitor workload of staff; and facilitate completion of tasks. Seek staff input.
- Cooperate to meet all fiscal requirements and standards as established by the Financial Department.
- Cooperate with the Building Services Manager to insure a safe and comfortable working environment for staff.

- Report problems and/or concerns regarding maintenance and janitorial services to the Building Services Manager for resolution.
- Participate in professional library organizations on the state levels and assists with presentations and information sharing whenever possible.
- Take advantage of opportunities for professional growth and development to enhance performance and multifunctional skills.
- Work beyond normal working hours, evenings, weekends and holidays when necessary.
- Oversee opening and closing procedures of the branches.

Working Conditions

- Due to direct access to Library credit card accounts, control over Library systems and possession of building master key, is subject to criminal and credit background checks.