

## **Branch Manager Whitman County Library**

**Job Title:** Branch Manager - Tekoa

**Classification:** Non-Exempt

**Wages:** \$16.50/hour

**Benefits:** PFML and Paid Sick Leave

**Position Type:** Part-time

**Supervisor:** Public Services Manager

**Updated:** August 1, 2024

Branch libraries in fourteen communities throughout Whitman County are an important and convenient way for county residents to access the library system. The branch manager plays an important role in and shares responsibility for providing residents of their community with courteous, responsive, and responsible service that reflects positively on the library as a whole.

Whitman County Library's first priority is quality service. We treat all customers and fellow staff members with respect and kindness. Our staff is professional and all branches are clean, organized and inviting. Library dress code is business casual.

All staff is familiar with the library policy including but not limited to the dress code and other personnel policies, Intellectual Freedom, Rules for Use of the Library, and Computer/Internet Use. WCL's Policy Manual is found on WCL's website at [www.whitcolib.org](http://www.whitcolib.org) or a copy is available for checkout from the Branch Coordinator.

All WCL staff members must meet the following standards.

***Physical requirements*** - Ability to lift, carry up to 50 pounds, often at some distance; climb stairs; bend, stoop and reach with ease and stand for long periods of time.

***Technology and Computers*** - Ability to learn and effectively use the library computer system (Horizon), troubleshoot of basic PC problems (hardware and software); promptly and effectively communicate via email, demonstrate competency with Microsoft Word, Excel and Publisher and use advanced search techniques on the Internet.

### **Description of the duties specific to the Branch Manager:**

***Circulation and reference service*** - Provide high quality customer service, register patrons, check-in and check-out of library material, collection of fees and fines, answer simple reference questions and refer questions or problems to Colfax when appropriate.

***Programming*** - Conduct and actively promote a high quality weekly Early Learning Storytime program and the annual summer reading program. A minimum of 8 additional programs are required annually. Additional programs should be designed to meet the needs of each community. Outreach programs to schools and daycare, after-school programs, babytimes, or adult programs are suggested ideas. Every Branch Manager is expected to represent the library in at least one community event per year.

***Library Promotion and PR*** - Promote local and county-wide library programs and services by: utilizing local avenues like newsletters, community bulletin boards, school handouts/resources; submit articles to local newspapers and media; post events

on WCL's online calendar; attractive bi-weekly posting on Facebook; and create and distribute posters and handouts. Build support for your branch (Friends of the Library) by encouraging donations, volunteers and expressing appreciation for local support.

**Technology and Computers** – Ability and eagerness to teach customers: Horizon public access catalog, Library website and its links including downloadable books, Whitman County Heritage and all electronic databases. Assist patrons in the use of public computers, printers, scanners, software use; Internet including research, email, social media; Assist patrons with eReaders or other devices uses to access library products.

**Collection Management** - A monthly or bi-monthly visit to Colfax to rotate specific library material from your branch collection, follow established guidelines for collection development as stated in the branch procedure manual, become informed and interested in local customer preferences and work to meet those needs.

**General Duties** – Assist your city in providing a clean and safe environment for local library users. Notify supervisors of any problems with the location or equipment. Read and follow staff rules as listed in the policy and procedure manual, paying sharp attention to detail. Arrive for work in a timely manner, clean, well-groomed and appropriately dressed. Handle reports, lost/missing/system search book lists, e-mail and other special communications properly and in a timely manner.

**Wage** – Part-time staff are paid an hourly wage with no benefits (unless state or federally mandated), for open hours plus additional extra hours deemed necessary by the management team. Hourly employees are not paid for the holiday closures listed in the branch manual including the first full week in August. The only exceptions to this are the annual staff meetings (spring and fall), which are mandatory.

**Branch Travel** - Required to travel to Colfax for branch visits and trainings. Personal vehicle and a valid motor vehicle operator's license/auto insurance are required for these travels, and you are reimbursed for mileage.

### **Specific Duties for Tekoa Branch**

1. Weekly storytime in your library (Sep – mid-May) and kid summer reading programs
2. Teen and adult summer reading programs, actively promoted
3. Monthly afterschool program
4. Monthly program for teens and adults
5. Monthly outreach program to a daycare, preschool, school, retirement, or senior facility (provided there is one in your community.)
6. Participate in at least one community event each year representing the library, a town's annual parade or celebration is preferable.

### **Hours of Operation**

Tuesdays 1:30-6 pm, Wednesdays 1:30-6 pm & Thursdays 10 am-4 pm

Weekly Storytime: Thursdays at 11:45 am

Monthly Afterschool Program

Monthly Branch Visit to Colfax