

Title: Building Manager

Class: F Librarian or E Paraprofessional

Reports to: Director

Status: Librarian: Exempt; Paraprofessional: Non-exempt

Essential Functions:

- Help to ensure our patrons, staff, and community receive the best experience possible at the library specifically in the state of the physical grounds and the service they receive
- Manage the activities within the branch, including coordinating staff, scheduling and filling in where needed
- Hire, train, supervise and evaluate the circulation and maintenance staff; train and supervise all staff with input from department heads
- Assist patrons and staff with using the library's resources
- Work with the Marketing Manager to promote the library through social media, presentations and signage
- Provide statistics on the building and meeting rooms
- Maintain a cooperative and communicative relationship with other branches and administration
- Manage the budget for building supplies
- Oversee the meeting room scheduling and set up
- Promote good communication and positive thoughts and actions for patrons, staff, and the community
- Participate in conferences, webinars and other learning opportunities in order to stay abreast of library trends
- Be an active member of the Administrative Team
- Encourage and provide opportunities for staff development

Skills and Abilities

- Provide prompt, attentive and friendly customer service, in-person and by phone
- Represent the organization well in all interactions with staff and the community
- Seek and respond to feedback from patrons and staff to improve services
- Willingness to go out of their way to help patrons
- Cooperate and work together with all co-workers
- Plan and complete job duties with minimal supervisory direction
- Collaborate with and support coworkers by helping out where needed
- Complete work on time and with the proper quality
- Support cross-training and share learning with others
- Communicate ideas and thoughts clearly, accurately and respectfully
- Listen to others and seek to understand others' perspectives

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- Willingness to take on new challenges and responsibilities
- Open to change within the workplace
- Recommend and implement changes to improve processes and customer service
- Be a strong public ambassador for the library
- Proficiency in using computers and related software
- Experience with library management system software, including cataloging systems and public interface systems

Education and Experience

- Masters in Library Science from an accredited university is required for the Bell Road Branch Manager and preferred for the other branches
- Experience supervising staff
- Management experience preferred
- Must obtain a level LC 4 (library certification 4) or higher per the Indiana State Library's guidelines for Librarian classification and LC 5 (library certification 5) or higher per the Indiana State Library's guidelines for Paraprofessional classification

Physical Requirements

- Attending events and programs outside the library
- Valid driver's license
- Sitting, standing, walking, climbing, stooping, kneeling, crouching
- Handle books, paper, and technology
- Speak and listen to others
- See and read
- Lift and move up to 25 pounds
- Reasonable accommodations will be made as needed on an individual's capabilities