

Irwin County Library
310 South Beech Street
Ocilla, GA 31774
www.cprl.org/irwin

Position Title: Branch Manager

Application Instructions:

Send cover letter, resume, and three professional references to:

Sandy Hester at shester@cprl.org or mail to:

Attn: Branch Manager Position

Coastal Plain Regional Library

2014 Chestnut Ave.

Tifton, GA 31794

Application Deadline: November 30, 2020

Type of Position: Full time, benefit earning

Salary: \$30,000/annually - base offer

Job Summary:

The Irwin County Library Board of Trustees, in conjunction with the Coastal Plain Regional Library System, is seeking a dynamic, experienced, multi-skilled employee to manage the operations of a branch library in the charming town of Ocilla, Georgia. A successful candidate will have a passion for public service, excellent written and oral communication skills, well-developed organizational and leadership skills, and a cheerful disposition. The Branch Manager is the face of the library in the local community and will interact directly with the Library Board of Trustees, local elected officials, civic groups and other organizations. The Branch Manager will be a driving force in the community for improving literacy and promoting life-long learning for all ages. The benefit package includes health insurance and flexible benefit options through State Health Benefit Plan, participation in the Teachers Retirement System of Georgia, and opportunities for professional development. For more information, see the full job description on the enclosed pages or visit the library's website at www.cprl.org/employment.

Typical Duties:

A. Leadership

- a.** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works cooperatively with others to achieve goals
- b.** Communicates accurate information to others in a professional and courteous manner; conveys a willingness to assist
- c.** Shows consideration for others; works cooperatively with any co-worker; provides constructive feedback without undue criticism of others; displays appreciation of differences in approaches, personalities, and viewpoints of others
- d.** Solicits input of those affected by plans or actions; gives credit and recognition to other contributors; demonstrates concern for treating people equitably
- e.** Accepts responsibility for own mistakes and takes action to prevent similar occurrences; works to resolve conflicts and to identify solutions in which all parties benefit
- f.** Identifies team goals and ways to work with co-workers to accomplish those goals; works to keep group activities productive and focused on results

B. Supervisor

- a.** Schedules, trains, and evaluates library staff
 - i.** Maintains records of time worked, leave, and other staff activities to ensure compliance with Regional policies, as well as local, state, and federal laws
 - ii.** Develops, delegates, and oversees staff projects and tasks designed to meet the goals of the library
 - iii.** Cross trains staff to perform other duties to assure continuity of excellent service
 - iv.** Encourages staff to contribute thoughts and ideas for improving services
- b.** Maintains open communication with Regional Library Administration and staff
 - i.** Acts as liaison between the Regional Administration and local library board and staff
 - ii.** Attends and contributes to Regional staff meetings

C. Public Relations

- a.** Promotes library in the community through:
 - i.** Speaking to local groups and media to raise public awareness and encourage usage of the library
 - ii.** Participates in community activities (i.e. fairs, festivals, etc.) with displays, presentations, etc.
- b.** Promotes literacy for all ages through:
 - i.** In-house displays for special events, seasons, or trending topics

- ii. Cooperation with other community organizations with common goals for improving literacy
 - c. Maintains a positive image of the library and library staff by:
 - i. Handling complaints tactfully and in accordance with library policies and procedures
 - ii. Creating a positive atmosphere within the library and maintaining a high standard for customer service

D. Customer Service

- a. Fosters an atmosphere where excellent customer service is the norm for all staff
- b. Treats customers with respect, courtesy, and tact
- c. Remains calm in the face of conflict and seeks appropriate solutions in a timely manner
- d. Seeks customer feedback on a regular basis to improve library operations

E. Record and Reports

- a. Completes and submits required statistical reports to Assistant Director by the 5th of each month
- b. Keeps records of all monies received, prepares and makes bank deposits, and sends required reports to Regional CFO in a timely manner
- c. Prepares and presents Manager's Report at quarterly Board meetings

F. Library Facilities

- a. Schedules or delegates scheduling of meeting room and other library spaces
- b. Assures that library is cleaned regularly and routine maintenance is performed
- c. Calls for repairs to building according to established procedures
- d. Maintains equipment regularly and calls for repairs according to established procedures
- e. Assures security of building and equipment

G. Continuing Education

- a. Seeks and suggests to the Regional Director appropriate continuing education activities for staff and self
- b. Completes regular continuing education activities, including training classes, workshops, formal continuing education, meetings, and others as designated by the Director or Board

H. Other Duties as Assigned