



Address 123 North Main Street, Fitzgerald, Georgia 31750 | **Phone** (229) 426-5080 | **Fax** (229) 426-5084
Website www.cprl.org/fbhcl

Position Title: Branch Manager

Application Instructions:

Send cover letter, resume, and three references (name and contact information) 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: open until filled; resumes reviewed upon receipt

Type of Position: Full time, benefit earning

Salary: \$38,400 / annually; plus benefits

Requirements: Supervisory experience (1-year minimum), strong communication skills, skilled in technology (including cloud-based applications)

Preferred: public library experience, programming experience

Job Summary:

The Fitzgerald-Ben Hill County Library Board of Trustees, in conjunction with the Coastal Plain Regional Library System, is seeking an enthusiastic, community-oriented team member to lead a vibrant library branch located in the beautiful city of Fitzgerald, Georgia. This library has a long 100+ year history of providing quality services to the Fitzgerald-Ben Hill County community. The Library Board is seeking someone with a passion for public service, strong communication skills, and a desire to expand the library's reach into the community. The Branch Manager is the face of the library and will interact directly with library users, the Library Board of Trustees, local elected officials, civic groups, and other organizations. The Branch Manager will work to strengthen the library's role as a community hub for sharing resources, finding trusted information, and providing entertainment for all ages. The benefits package includes health insurance options through State Health Benefit Plan, flexible benefit options, 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.

The possibilities are endless!



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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

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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

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