

TITLE: LIBRARIAN II - BRANCH HEAD
LEVEL: M-8 \$52,195 - \$63,667
DEPARTMENT: NEW BEDFORD FREE PUBLIC LIBRARY

FUNCTION: Plans and administers the activities of a branch library according to New Bedford Free Public Library policies and procedures.

SUPERVISION RECEIVED: Works under the direct supervision of the Head of Branches, Librarian III.

SUPERVISION EXERCISED: Exercises supervision over professional, pre-professional, support staff and volunteers.

DISTINGUISHING FEATURES OF THE CLASSIFICATION: The classification of the position of Librarian II is distinguished from Librarian I by the administrative duties performed in managing a branch or department. Typical positions in this class include Branch Librarians and Library Department Managers. Emphasis in this classification is placed on development, supervision, training and evaluation of programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Directs and supervises the activities and operation of a branch library, which includes branch routines and building maintenance in the system of a main library, four branch libraries, and bookmobile. The main library is a regional reference center.

Includes direct operation of an online system for circulation and cataloging activities, and online access to the Internet.

Trains, schedules, assigns and supervises the work of five to seven employees and evaluates their performance. Develops in-service training programs for subordinates.

Plans branch programs and activities, selects library materials according to the New Bedford Free Public Library Collection Development Policy and oversees the branch book inventory.

Conducts library orientations for visiting classes. Works with the Children's Coordinator for outreach to schools.

Provides general reference services to patrons, including library instruction, reader's advisory, book talks, talks about library services, workshops for computer literacy, etc.

Maintains good public relations with the community and promotes the use of the branch library by residents through community outreach.

Works with the Department of Facilities & Fleet Management to insure proper cleaning and maintenance of the building and grounds.

Assumes responsibility for opening and closing the branch, including the proper use of the monitored intruder system.

Submits monthly and annual reports according to specified schedules.

Works in the best interest of the library system by collaborating with other managers as needed, with the clear understanding that all library departments work together as multiple parts of one unit.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

QUALIFICATIONS: Possession of a Master's of a Library Science degree from an ALA-accredited school with related library supervisory experience, and experience in computer application. Individual must be certified by the Massachusetts Board of Library Commissioners or be eligible to obtain certification. Ability to speak Portuguese desirable.

SPECIAL REQUIREMENTS: Subject to Criminal Offender Record Investigation (CORI) background check.

TOOLS AND EQUIPMENT USED: Library computer system, personal computer, printers, calculator, telephone, photocopy and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is regularly required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

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