

**TITLE: LIBRARIAN II - BRANCH HEAD**  
**LEVEL: M-8 \$54,445 - \$66,411**  
**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 supervision of the Library Director and Head of Branches, Librarian III.

**SUPERVISION EXERCISED:** Exercises supervision over branch personnel, including evaluation of staff performance and identification of staff training needs.

**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:** Performs a variety of supervisory, administrative and technical duties in planning, organizing, evaluating, and directing public library services for a branch in a system of a main library, four branch libraries, and bookmobile.

Manages and coordinates the implementation of strategic plans; promotes change necessary to meet the demands and interests of a multi-ethnic patronage; implements action plans to carry out designed strategies; recommends and implements policies and procedures upon approval.

Oversees the ongoing operations of the branch; resolves conflicts and manages problem-solving procedures for public/patron, individual and team; evaluates information and data needed to make effective decisions; determines priorities affecting the allocation of resources, including budget, personnel, and facilities; prepares monthly reports apprising administration of activity and progress.

Includes direct operation of an online system (SirsiDynix) for circulation and cataloging activities; has knowledge of current and emergent technology; provides general reference services to patrons, including library instruction, reader's advisory, book talks, workshops for computer literacy, and programming to support the Library's mission statement.

Trains, schedules, assigns and supervises the workflow of five to seven employees for effective public service; interprets the Library's policies and procedures for staff.

Maintains awareness of current library trends and developments; plans branch programs and activities accordingly, selects branch materials according to the community's information, recreation and education needs within the New Bedford Free Public Library Collection Development Policy; oversees the book inventory, supplies and materials budget for the branch.

Works in collaboration with the Head of Branches and fellow Branch Managers on outreach to schools; conducts library orientations for visiting classes. 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.

Maintains good public relations with the community and promotes the use of the branch library by residents through community outreach, effective communication with community groups, organizations and individuals.

Monitors physical plant, initiates maintenance and repair as necessary with the Department of Facilities & Fleet Management to insure proper cleaning and maintenance of the building and grounds; alerts administration to major problems.

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

Submits monthly and annual reports, goals and objectives and performance measures, according to specified schedules.

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:** Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

**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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