

KITCHIGAMI REGIONAL LIBRARY

POSITION VACANCY

I. Position Title

BRANCH MANAGER II, Park Rapids Area Library

Full-time: 40 hours per week

Position available: August 9, 2010

Regular working hours includes evenings and Saturdays.

Park Rapids Area Library hours open schedule

Monday 8:30 a.m. - 6:00 p.m.

Tuesday 10:30 a.m. - 6:00 p.m.

Wednesday 10:30 p.m. - 7:00 p.m.

Thursday 10:30 a.m. - 6:00 p.m.

Friday 10:30 a.m. - 6:00 p.m.

Saturday 10:30 a.m. - 3:00 p.m.

II. Qualifications

Applicant must have a four year college degree and a minimum of two years experience in the library or related field. Supervisory experience preferred.

Applicant must have strong organizational and personal skills. Reports directly to the regional public library system director.

III. Position Description

This position is managing the daily operation of the third busiest public library in the regional system in accordance with Kitchigami Library policies, procedures and goals; supervising five part-time staff; working with the local library committee and dedicated volunteers. Actual position description on the reverse of this page.

IV. Salary and Benefits

Salary \$14.30/hour. Paid vacation, paid sick leave, paid holidays. Covered by Worker's Compensation, Unemployment compensation, Public Employees Retirement Association (PERA) and Social Security. Kitchigami provides health insurance benefits. Probationary period of 12 weeks.

V. Application Procedure

Application forms and position description available at all agencies of the Kitchigami Library. Applications should be sent to the Office of the Director, Kitchigami Regional Library, P.O. Box 84, Pine River, Minnesota 56474 through Saturday July 9, 2010. Interviews will be held in Park Rapids. Only applicants meeting the requirements specified above will be considered for interviews and not all applicants will be interviewed or contacted.

KITCHIGAMI REGIONAL LIBRARY POSITION DESCRIPTION

Title: Branch Manager II - Park Rapids

Job Summary: Responsible for managing the operation of a multi-staff branch library in accordance with Kitchigami policies and procedures. 40 hours per week.

Requirements:

Education: Four year college degree required.

Experience: Minimum two years experience in the library field, including computer use. Supervisory experience preferred.

Skills and Qualifications:

Ability to manage library operations and budget.

Ability to supervise others.

Ability to work independently and with others, develop procedures and organize work.

Ability to communicate well (spoken and written).

Ability to operate or learn to operate library equipment.

Ability to act as a liaison between the library and community boards.

Ability to train library users and staff.

Ability to perform physical tasks as required by specific work situations.

Ability to interact well with children and adults.

Ability to pay attention to detail.

Knowledge of library use and materials.

Must be well groomed.

Must be service-oriented.

Responsible for: Library assistants, custodians, substitutes, volunteers and special program workers.

Responsible to: Director

Responsibilities:

1. Plans, organizes and develops library collections, resources, services and programs.
2. Hires, trains, supervises and evaluates library staff, volunteers, and special program workers.
3. Communicates with the local library board, city government, and other local community groups.
4. Represents the library region on library committees and at conferences.
5. Performs circulation, reference, and other public service duties.
6. Keeps informed of current happenings and needs in the library service area.
7. Assumes responsibility for public relations and promotion.
8. Maintains current knowledge of authors, materials and information services.
9. Participates in DASH and other staff meetings as well as in continuing education and staff development opportunities as required or requested by the Director.
10. Compiles statistics and completes reports as required.
11. Monitors building maintenance and cleaning.
12. Completes special projects as assigned.