

The Branch District Library (BDL) is seeking a creative and energetic Branch Manager for our library branch in Union City serving the residents of Union Township and beyond. The successful candidate for this full-time position will be committed to providing excellent customer service and will be excited to learn and share knowledge with both peers and patrons. This candidate will have worked in a library setting, preferably with supervisory experience, and have knowledge of current public library trends. The successful candidate will possess appropriate technology skills.

BDL is a Michigan district library serving Branch County and some surrounding areas, with a dedicated staff providing library service in six locations. Each branch has a unique personality and an expectation to offer excellent service. Our mission is to provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs, and to do so in vibrant and inclusive spaces whether virtually or in-person.

Job Summary

Branch Managers have a broad range of duties and responsibilities. They are responsible for ensuring that high-quality library services and programming are provided to the public within the framework of BDL policies and budgets. Branch Managers assess community interest and needs and develop programs and services accordingly. Branch Managers also represent the Library in the community at events and meetings. Branch Managers supervise all public service desk staff at their branch and coordinate and supervise volunteers. This position will work under the supervision of the Library Director.

Essential Duties and Responsibilities

- Supervises and schedules branch public services staff.
- Has regular service desk shifts, including at least one evening per week and is on the weekend rotation.
- Supervises and guides collection development, ensuring a library collection that is diverse and representative and meets the needs of the patrons in the community.
- Supervises and participates in creating vibrant programming.
- Coordinates with our municipal partners and the BDL on building maintenance.

- Fosters community relationships through attendance or participation at relevant community meetings or events.
- Provides quick and accurate reference and reader's advisory services to the public, using both print and electronic resources.
- Assists patrons in learning to use electronic resources and the Internet.

Required Knowledge, Skills, and Abilities

- Knowledgeable of current trends in public library materials, programming, and services.
- Assertive, yet compassionate, leadership style to work effectively with library staff and patrons.
- Strong customer service orientation.
- The ability to work independently, to make decisions within the authority ascribed to this position, and to seek advice when required.
- The ability to foster an inclusive and welcoming environment for our patrons.
- The ability to establish and maintain effective working relationships with other staff, supervisors and the public.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
- Effective oral and written communication skills.
- Critical thinking skills.

Education, Experience, and Training

- A high school diploma, or equivalent, is required. Some college or higher is preferred.
- Previous relevant experience in a library is required.
- Supervisory experience is strongly preferred.

Pay Rate

\$17.60 - \$22.21, depending on experience.

Benefits

- 10 paid holidays each year.
- 160 hours of paid time off (PTO), off after successful completion of introductory period.
- Family medical, dental, and vision insurance coverage.
- For further details on benefits, see the [BDL Employment Handbook](#).

Hours

Full time at 40 hours per week. This position covers at least one evening shift per week and is on the weekend rotation.

How to Apply

Submit application, resume, and cover letter at www.BranchDistrictLibrary.org/employment.

Deadline

Applications will be accepted until a qualified candidate is found.

Branch District Library is an Equal Opportunity Employer.