



Job Title: **Branch Manager**
Location: Whitestown Branch (WB)
Department: Administration
Reports to: Executive Director
Supervises: Youth Services Department Head (WB), Teen and Adult Services Department Head (WB), Circulation Services Department Head (WB)
FLSA Status: Exempt
Pay Grade: 10
Job Classification: Manager IV

OVERVIEW:

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

JOB SUMMARY:

Under the general supervision and direction of the Executive Director, this role is the primary member of the management team in charge of the Whitestown Branch.

The Hussey-Mayfield Memorial Public Library is working to build our first branch location. This position will be starting during the construction process, to help connect with the Whitestown/Worth Township community, build excitement for the new branch, and act as the main point-of-contact with various contractors and vendors to help advance the project. This role will transition to overseeing the regular operation of the Whitestown Branch location after construction is completed.

The Branch Manager provides leadership and oversight of the development, coordination, and operation of a library branch and contributes to Library-wide planning and decision-making. This position manages the overall service plan and operation of the Whitestown Branch, which includes services and programs, patron and community relations, coordinating on-site collection development and maintenance, outreach and partnership development, and oversight of the general maintenance and security of the library building and grounds. This position exercises direct supervision over assigned staff, coordinates the work of all departments in the Whitestown Branch, and ensures the activities of the branch are in line with the goals, values, mission, and strategic plan of the Hussey-Mayfield Memorial Public Library organization.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

New Branch Development:

- Assists in planning and developing the construction of the Whitestown Branch.
- Builds relationships with various community stakeholders and organizations in the Whitestown/Worth Township area and communicate updates and important information about the development of the Whitestown Branch to these groups.
- Represents the interests of the Whitestown/Worth Township community in the planning and construction process of the Whitestown Branch.

- Participates in meetings with the Worth Township Advisory Group and other community meetings and input facilitation projects related to the development of the Whitestown Branch.
- Acts as a liaison between the Hussey-Mayfield Memorial Public Library and the contractors and vendors working on the various projects involved with the development of the Whitestown Branch.
- Attends Board of Trustees meetings during the development and construction process to provide updates.

Organizational Leadership:

- Participates in library-wide planning and decision making as a member of the Senior Management Team and represents the interests of the Whitestown Branch and the Whitestown/Worth Township community.
- In coordination with the Whitestown Branch Management Team, reviews policies and work plans; makes procedural decisions involving implementation and library operations of the Whitestown Branch.
- Prepares various reports and correspondence on projects and policy matters.
- Coordinates committees and special projects as requested by the Executive Director.
- Exemplifies and helps to foster a customer service oriented and responsive organizational culture that upholds the mission, vision, values, and goals of the Library.
- Assists with developing and implementing the Library's strategic plan.

Operational Oversight:

- Oversees the operation of the Whitestown Branch by directing the activities of the branch departments, which includes the continual planning, coordinating, administering, and evaluating of services and programs, projects, processes, procedures, systems, and standards to align with the Hussey-Mayfield Memorial Public Library organization and the needs of the Whitestown/Worth Township community.
- Monitors the daily operations of the Whitestown Branch and allocates resources accordingly.
- Ensures the overall physical integrity of the Whitestown Branch and coordinates needed repairs and maintenance with the Library's Facilities Department.
- Maintains a continual practice of process improvements and participates in the ongoing evaluation of long-term planning affecting the Whitestown Branch.
- Investigates complaints related to the Whitestown Branch and resolves these by taking appropriate action.
- In coordination with Whitestown Branch Department Heads, prepares, administers and coordinates departmental budgets, ensuring that expenditures are effectively maintained and controlled, and that the appropriate revenues and fees are collected.
- Assists the Executive Director with preparation of the annual budget by forecasting funds needed for Whitestown Branch staffing, equipment, materials, and supplies.
- Prepares and monitors monthly, quarterly and annual statistics relating to the Whitestown Branch.
- Communicates with the Marketing Department about marketing and publicity needs.

Staff Supervision and Development:

- Supervises, evaluates, and coaches assigned department heads and staff. Ensures employees follow policies and procedures.
- Maintains a healthy and safe working environment.
- Assists Department Heads in planning, directing, and coordinating department work plans; identifies and resolves problems; assigns projects and programmatic areas of responsibility
- Provides mentorship and development opportunities of staff reporting to this position.

- In coordination with the Human Resources Manager, interviews, hires and promotes those employees reporting to this position.
- Reviews employee performance on a continuing basis and completes the electronic annual review process in a timely and accurate manner.
- In coordination with the Human Resources Manager, participates in employee discipline ranging from verbal and written warnings and suspension, up to and including discharge.
- Maintains accurate and timely payroll and time off records for direct reports.
- Plans and leads staff meetings/trainings both within the Whitestown Branch and within the greater Hussey-Mayfield Memorial Public Library organization.

Community Engagement:

- Maintains communication with the local community and represents the Library in various civic activities and community meetings.
- Apprises community leaders of library resources and services.
- Forms strategic partnerships with community organizations to enhance Library services.

Professional Development:

- Attends and participates in professional group meetings, trainings, and conferences and stays current on new trends and innovations in libraries and management.
- Uses available resources and training opportunities to learn and maintain proficiency with all technology, including hardware, software, and patron-facing databases, used by the Library.

NON-ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Fills in for public-facing staff as needed to ensure the smooth and continued operation of the Library.
- Prepares various grant requests.
- Creates standard operating procedures.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

EDUCATION, WORK EXPERIENCE REQUIREMENTS & PREFERENCES:

- Required: Master's Degree in Library Science from an ALA-accredited program
- Required: Indiana Public Librarian Certification Level 2 or above (or the ability to attain a temporary Level 2 permit or certification within six months)
- Required: Valid Indiana Driver's License or the ability to attain one within 6 months of hire
- Preferred: Minimum of 5 years of progressively responsible public library experience
- Preferred: Minimum of 1-3 years of management experience

PHYSICAL DEMANDS:

- **Frequently:** Reading, writing, standing, walking, and sitting
- **Occasionally:** pushing, pulling, and driving
- **Rarely:** Bending and lifting

The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.