

BRANCH MANAGER

Department:	Administration	FLSA Status:	Exempt
Reports To:	Executive Director	Job Group:	Manager IV
Supervises:	Whitestown Location Team	Primary Location	Whitestown
Updated:	December 2023	Pay Range:	\$60,000 - \$65,000

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Whitestown Library.

POSITION OVERVIEW:

Reporting directly to the Executive Director, this role assumes primary responsibility within the management team for the oversight of the Whitestown Location.

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.

KEY RESPONSIBILITIES:

1. Organizational Leadership

- Contribute to library-wide planning and decision making within the Senior Management Team, representing the interests of the Whitestown Branch and community.
- Collaborate with the Whitestown Branch Management Team to review policies, make procedural decisions, and ensure effective implementation of library operations.
- Prepare reports and correspondence on projects and policy matters, coordinating committees and special projects as directed by the Executive Director.
- Assists in the development and implementation of the library’s strategic plan.

2. Operational Oversight

- Direct the Whitestown Branch departments, overseeing planning, coordination, administration, and evaluation of services, programs, and standards to meet organizational and community needs.
- Monitor daily operations, allocate resources, and ensure the overall physical integrity of the Whitestown Branch.
- Proactively engage in process improvements and contribute to ongoing evaluation of long-term planning for the Whitestown Branch.
- Address and resolve complaints related to the Whitestown Branch.
- Collaborate with Whitestown Branch Department Heads to prepare, administer, and coordinate budgets, forecast funds for staffing, equipment, materials, and supplies.
- Prepare and monitor statistics, communicate with the Marketing Department about marketing and publicity needs.

3. Staff Supervision and Development

- Supervise, evaluate, and coach assigned staff – ensuring compliance with policies and procedures.
- Maintain a healthy and safe working environment. Plan, direct, and coordinate department work plans and identify and resolve problems.
- Provide mentorship and development opportunities for staff.
- Participate in hiring, promotion, performance reviews, and discipline in coordination with Human Resources.
- Manage accurate payroll and time-off records for direct reports, plan and lead staff meetings/trainings.

4. Community Engagement

- Maintain communication with the local community, representing the Library in civic activities and community meetings.
- Informs community leaders of library resources and services.
- Forms strategic partnerships with community organizations to enhance Library services.

5. Professional Development

- Attend professional group meetings, trainings, and conferences to stay current on library trends and innovations.
- Utilize available resources and training opportunities to remain proficient with technology used within the Library.

6. Additional Responsibilities

- Foster a customer service-oriented and responsible organizational culture aligned with the library's mission, vision, values, and goals.
- Fill in for public-facing staff as needed to ensure the smooth and continued operation of the Library.
- Prepare various grant requests.
- Create standard operating procedures.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES

- Hold a master's degree in library science from an ALA-accredited program

- Hold an Indiana Public Librarian Certification Level 2 or above (or have the capability to obtain a temporary Level 2 permit or certification within six months of hire).
- Hold a valid Indiana Driver's License or the ability to obtain one within six months of hire
- A minimum of 5 years of progressively responsible experience in public libraries.
- 1-3 years of management preferred.
- Experience in building and maintaining relationships within the community; proven track record of fostering partnerships with community organizations.
- Strong written, verbal, presentation, and interpersonal communication skills with the ability to convey information effectively to diverse audiences.
- Experience planning, coordinating, and executing projects efficiently, ensuring timely delivery of services and programs.
- **Physical Demands:** This position requires physical demands, including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighing 15-20 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the above job description for the Hussy-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities, and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			