

JOB TITLE: BRANCH LIBRARY MANAGER

JOB PURPOSE: MAINTAINS LIBRARY OPERATIONS

by

training, scheduling, and monitoring staff; enforcing policies and procedures; troubleshooting equipment; directing the maintenance and repair of the physical plant.

ESSENTIAL JOB RESULTS:

1. COMPLETES OPERATIONAL REQUIREMENTS

by

assigning duties to circulation staff, volunteers, and job training workers; following up on work results; initiating and enforcing policies and procedures; sending supply requests to headquarters; working closely with the Regional Consultant.

2. COMPLETES CIRCULATION PROCEDURES

by

operating automated circulation system to check items in and out, maintain patron and item records, place hold requests, and process fines; registering patrons for library cards and other library services including voter registration forms; reviewing data and resolving discrepancies; securing information by completing data backups on magnetic tape.

3. SERVES PATRONS

by

using the automated public access catalog to locate needed items, providing personal assistance in locating items, recommending reading materials, and answering all patron inquiries; sending Interlibrary loan requests to Headquarters; returning loans on time.

4. PROVIDES COMPUTER ASSISTANCE

by

instructing the public in the use of the public access catalog; assisting public with word processing, productivity software, GALILEO and other software available on library computers; helping the public with the Internet.

5. ASSISTS IN COLLECTION DEVELOPMENT

by

remaining knowledgeable about current books and authors; reporting frequently requested material which the library is unable to supply; pulling damaged books to be returned to headquarters for repair.

6. COLLECTS DELINQUENT ACCOUNTS

by

locating and notifying customers with overdue items; establishing repayment schedules for lost items through contacts with customers by telephone, in person, or through court actions.

7. **RESOLVES CONFLICTS**
by
clarifying the customer's complaint; determining the cause of the problem;
selecting and explaining the best solution to solve the problem; expediting
correction or adjustment; following up to ensure resolution; enforcing the Library's
Rules of Conduct.
8. **INFORMS PUBLIC, DIRECTOR, AND LIBRARY BOARD**
by
developing fact sheets, news releases, newsletters, and personal appearances;
providing monthly activity reports including circulation statistics and attendance;
attending Library Board Meetings.
9. **ACHIEVES FINANCIAL OBJECTIVES**
by
collecting and counting fines and fees, book sale money, and donations; preparing
bank deposits of receipts; balancing cash drawer; providing monthly reports to
headquarters financial office; supporting fund-raising efforts.
10. **ENSURES OPERATION OF EQUIPMENT**
by
completing preventive maintenance requirements; calling for repairs.
11. **MAINTAINS RESOURCE OF MATERIALS AND EQUIPMENT**
by
storing audiovisual items and equipment; shelving circulation materials and
supplies; shelf reading, training users.
12. **MAINTAINS BUILDING OPERATIONS**
by
directing and controlling maintenance functions; maintaining a safe and clean
environment.
13. **MAINTAINS TECHNICAL KNOWLEDGE**
by
attending educational workshops.
14. **CONTRIBUTES TO TEAM EFFORT**
by
accomplishing related results as needed.

JOB TITLE: JENKINS COUNTY MEMORIAL LIBRARY BRANCH MANAGER

JOB PURPOSE: MAINTAINS LIBRARY OPERATIONS

by
training, scheduling, and monitoring staff; enforcing policies and procedures; troubleshooting equipment; directing the maintenance and repair of the physical plant.

FY2023 SALARY: \$18,500.00

HOURS: 30 HOURS/WEEK

Monday-Wednesday & Friday: 10:00 am to 6:00 pm (one hour lunch break) (closed on Thursday & Sunday)

Saturday: 10:30 am to 2:30 pm (twice a month)

BENEFITS: ANNUAL LEAVE: 60 hours total a year at a rate of 5 hours a month

SICK LEAVE: 90 hours total a year at a rate of 7 hours a month

SHBP

Medical benefits from the State are offered to employees who work 30 hours per week or more. Monthly premiums for hospitalization are based on family, single, smoker or non-smoker.ⁱ

FLEXIBLE BENEFITS

Dental, Vision, Life Insurance, Long Term Disability, Short Term Disability, COBRA, and a Flex Benefit Plan are also offered. The premiums for these vary with Family/Single, amount of coverage needed and amount of salary.ⁱⁱ

TRS

All employees who work one-half time or more on a continuing basis are required to participate in the Teachers Retirement System of Georgia. Regular deductions are taken from the employee's paycheck with the Library making a contribution for each member.ⁱⁱⁱ

ⁱ Screven-Jenkins Regional Library System Personnel Policy, p. 8

ⁱⁱ Screven-Jenkins Regional Library System Personnel Policy, p. 8

ⁱⁱⁱ Screven-Jenkins Regional Library System Personnel Policy, p. 10