

## **Wharton County Library System**

### **Job Title: Branch Manager/Louise**

- Responsible for all activities and daily Library operations of the Louise Branch Library. The Library is open to the public 30 hours per week.

#### **Requirements:**

Assumes full management responsibility for the operation of the branch including revenue collection, policy enforcement, programming, public relations, and publicity;

- Responsible for checking the daily statistical report including revenues and reporting to the Wharton Main Library on a monthly basis;
- Responsible for public relations: organizing of special programs: making contacts in the community; responsible for all programming held in the branch;
- Responsible for weeding of materials and choosing donated materials for possible inclusion in the system with the Library Director's approval;
- Responsible for the collection including compiling patron requests and making suggestions for purchase of books, audible books, DVD's, magazines, etc.;
- Responsible for submitting budget request to the Library Director for the needs of the branch once a year;
- Responsible for the building upkeep and reporting of maintenance needs;
- Responsible for overseeing the ordering of library supplies, including postage, office and maintenance supplies;
- Responsible for any merchandise arriving and sending of corresponding invoices to the Wharton Main Library for payment;
- Responsible for following all policy guidelines issued by the Library Administration;
- Responsible for overseeing the gifts and memorial program; sending acknowledgements, preparing money for report, picking materials to put plaques in, and sending book request if there is a special request;

- Responsible for overseeing maintenance and reporting of problems for the Louise Branch Library's Internet and circulation computers;
- Responsible for the Adult & Children's Summer Reading Programs;
- Any other tasks as assigned by the Library Director.

**Qualifications:** College Degree preferred or varied work experience in a library, including supervisory work.

Must possess a commitment to a high level of public service to Library customers;

Must possess good judgment, analytical, and problem solving skills;

Must possess excellent communication and organization skills;

Ability to use electronic hardware and software;

Ability to use a personal computer, word processing program and email;

Spanish language skills desirable.

\*\*\*\*Must be able to pass Background Check, Employment Physical and Drug Screen\*\*\*\*

Equal Opportunity Employer