



Job Description for Library Branch Manager

Lamar County Library System
PO Box 289 ❖ 144 Shelby Speights Drive
Purvis, MS 39475
Phone 601.794.3221 ❖ Fax 601.794.3569
www.lclsms.org

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Job Title: Library Manager, Oak Grove Branch

Supervisor: Director

Direct Reports: Library Associates (typically 4-5 employees)

Salary and Benefits: This position is a full-time (40 hours a week) position. A comprehensive state benefits plan includes personal and medical leave, 10 paid holidays, health insurance, life insurance, State of Mississippi retirement (PERS) and Mississippi deferred compensation programs.

- The salary will start at \$17 an hour. As budget allows, the pay will increase 12% upon the successful completion of a 6-month probationary period.

Job Summary

This full-time employee, under the general supervision of the Director, runs the system's largest branch. Performs supervisory, managerial, administrative, training, patron service, research, planning, and coordination work for the Lamar County Library System at an assigned branch. Provides overall supervision and direction of the assigned library, including supervision of day-to-day operations of assigned staff, management of the facility, collection development and maintenance, and the planning and execution of library programming. Performs all other duties assigned by Director.

Requirements

Previous library work is required (preferably 5+ years). Excellent management, organizational, and interpersonal skills are a must. The Branch Manager must be able to deal effectively with the public, county officials, and other employees. Also required are excellent written and oral communication skills, ability to work with the public, familiarity with library databases, computer software, word processing, and the Internet. Must have working knowledge of professional library principles, practices, functions, methods, and administration. Life experience related to these areas may be considered equivalent.

Public library experience is required; experience with personnel management preferred.

Key Responsibilities

- Manages and performs library services and activities of a branch location; coordinates and prioritizes tasks and projects; tracks and reviews work progress and activities; may assign and direct staff and volunteers.
- Establishes efficient plans, evaluates information, sets priorities, and effectively communicates those plans, information, and priorities;
- Effectively schedules and assigns staff; completes employee evaluations, trainings, and manages budgets.
- Performs collection development and maintenance duties including selection, weeding and gift book evaluation;
- Requests facility or equipment maintenance services, providing for the upkeep and maintenance of the branch Library building;
- Ensures a welcoming yet safe environment for both staff and patrons;
- Responds to and resolves patron complaints and concerns promptly and courteously; direct patrons to the general location of library materials.
- Develops and implements goals, programs, and procedures for the branch; coordinates activities and programs with other library functions/locations.
- Performs library duties as needed; checks items in and out; requests items for patrons; researches reference queries; issues new cards; resolves issues related to fines, returned items, etc.
- Researches potential new items for the collection; compiles and submits book orders; completes item requests.
- Composes reports of location activities, revenues, operational statistics, etc.
- Trains staff and volunteers; submit assessments of performance.
- Performs routine shelf checks to ensure continuing physical maintenance and proper location of library materials.
- Liaison with building maintenance to ensure repair and maintenance of facilities.
- Uses computer programs to create and review statistical reports on circulation data, analyze information, develop conclusions, and determine methods to improve services.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active team member.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Assists in developing and implementing goals, objectives, policies, procedures, and work standards.
- Promotes good customer service, including public speaking and teaching library skills to small groups or staff.
- Creates monthly calendar for branch programs.
- Creates newsletter for the branch.
- Responds to disturbances or emergencies, resolving problems and/or contacting emergency response personnel, as appropriate;
- Administers or makes recommendations on personnel matters affecting subordinates, including interviewing and hiring applicants, assigning, scheduling, appraising, disciplining, etc.;
- Prepares and submits various reports in a timely fashion including requests for purchasing;
- Request assistance or ask questions when needed.

Education and Experience

- MLIS or equivalent library experience provides the required knowledge, skills, and abilities.
- To manage more than two staff:
 - the manager must have MLIS, or
 - have 5+ years in the library field with at least two in a supervisor position.
- Should have a demonstrated interest in professional development through attending workshops, conferences, and participation in continuing education.

Core Competencies

Work Ethic: Is productive, diligent, conscientious, punctual, and efficient; abides by policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons and strives to meet or exceed the needs; treats customers with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions; explains or conveys information to the public and co-workers; demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely; prioritizes tasks appropriately and effectively multitasks.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons; communicates the importance of library services to the public; treats all patrons and co-workers with courtesy and respect; projects positive image of the library.

Library Technology: Proficient in operating computer equipment and utilizing various software programs; proficient in electronic search techniques in the library catalog, online databases, and the Internet; proficient in operating other office technology including FAX, copier, printer, etc.

Professional Maturity: Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify police or emergency services; maintains confidentiality.

Lumberton Public Library
106 West Main Street
Lumberton, MS 39455
601.796.2505

Oak Grove Public Library
4958 Old Highway 11
Hattiesburg, MS 39402
601.296.1620

Purvis Public Library
122 Shelby Speights Drive
Purvis, MS 29475
601.794.6291

Sumrall Public Library
L.R. Boyer Memorial Library
103 Poplar
Sumrall, MS 39482
601.758.4711

Working Conditions

Evenings and occasional Saturday work required. Continual and demanding contact with the public. May work all day, for consecutive days, alone in the branch. Tasks may be repetitive and may require sitting or standing for long periods; ability to work both independently and as part of a team; must deal with mathematical computations and money; tasks may require attention to detail; must work with all age groups from toddlers to senior citizens; will have to use step stools, book trucks, vacuums, and dollies; will have to lift upwards of 50 pounds; may encounter dusty situations or situations where climate control is not available.

Physical Demands

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.

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