

BRANCH MANAGER

JOB DESCRIPTION

Job Title:
Branch Manager

Reports to:
Library Director

Branch:
Lumberton, Sumrall, Oak
Grove, or Purvis

PROFESSIONAL SUMMARY

The Branch Manager oversees the daily operations, staff, and services of an assigned branch within the Lamar County Library System. This position ensures high-quality public service, efficient branch operations, and alignment with system-wide goals and policies. The Branch Manager provides leadership in circulation, programming, budgeting, facility maintenance, and community engagement while fostering a positive, inclusive environment for both patrons and staff.

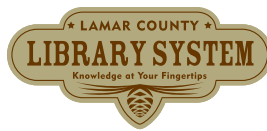
ESSENTIAL DUTIES & RESPONSIBILITIES

Leadership and Supervision

- Supervises, trains, and evaluates branch staff, fostering a collaborative, service-oriented team environment.
- Prepares and manages branch work schedules, coordinates staff leave requests, and ensures adequate daily coverage.
- Conducts regular staff meetings and provides ongoing professional development and coaching.
- Promotes high standards of customer service, staff accountability, and adherence to library policies and procedures.
- Addresses and documents staff performance, disciplinary matters, and workplace concerns in consultation with the Director.

Public and Patron Services

- Provides exemplary customer service, assisting patrons with circulation, technology, research, and reference needs.
- Resolves patron complaints and behavioral issues, documenting incidents as necessary.
- Ensures a welcoming, inclusive, and safe environment for all library users.
- Maintains confidentiality and upholds standards of diversity, equity, and inclusion in all patron and staff interactions.



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ESSENTIAL DUTIES & RESPONSIBILITIES CONTINUED

Collection Development and Management

- Selects, orders, weeds, and maintains library materials in accordance with system guidelines and collection development policies.
- Uses professional review sources, community feedback, and circulation data to guide purchasing decisions.
- Applies the MUSTIE/CREW method to ensure a balanced, current, and appealing collection.
- Oversees donations and collection maintenance, including shifting, repairs, and displays.
- Handles material reconsideration requests in accordance with established procedures.

Programming and Community Engagement

- Plans, promotes, and evaluates programs for all age groups, including storytimes, workshops, and special events.
- Collaborates with local organizations, schools, and community partners to strengthen outreach and visibility.
- Creates promotional materials using digital tools such as Canva, Microsoft Office, and social media platforms.
- Maintains the branch's online presence, including social media and website calendar updates.
- Represents the library at community events, city council meetings, and Friends of the Library meetings.



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ESSENTIAL DUTIES & RESPONSIBILITIES CONTINUED

Administration and Financial Management

- Manages branch-level budgets for collections, supplies, and programming within established limits.
- Balances cash drawers, processes monthly deposits, and maintains accurate financial and statistical records.
- Submits monthly reports, calendars, and orders in accordance with system deadlines.
- Coordinates with the Director and Financial Operations Manager to ensure accountability and compliance in all financial matters.

Facility and Technology Management

- Oversees the physical condition of the branch, reporting maintenance issues and coordinating repairs as needed.
- Ensures efficient use of space and upkeep of furnishings, displays, and signage.
- Performs minor repairs, cleaning, or adjustments when necessary.
- Utilizes and maintains technology, including computers, printers, and AV equipment, and assists patrons and staff with troubleshooting.
- Maintains branch security systems under the direction and supervision of the Library Director, ensuring ethical and appropriate use of surveillance footage.

Professionalism and Collaboration

- Participates in system-wide meetings, committees, and professional development opportunities.
- Maintains open communication with the Director, other branch managers, and staff to support library-wide initiatives.
- Upholds confidentiality and ensures compliance with all library, local, and state regulations and procedures.
- Models professionalism, ethical behavior, and service excellence at all times.



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EDUCATION AND EXPERIENCE

- Bachelor's degree required; Master of Library and Information Science (MLIS) or equivalent experience preferred.
- At least three years of library experience, including supervisory or leadership responsibilities.
- Strong organizational, communication, and interpersonal skills.
- Proficiency with library management software, Microsoft 365 applications, and social media platforms.

WORK SCHEDULE AND EXPECTATIONS

- This is a full-time, exempt (salaried) position. While the standard workweek is 40 hours, the Branch Manager role requires flexibility, including occasional evenings, weekends, and community events. Travel between branches or off-site locations may be required.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The Library Director may assign additional tasks as necessary to meet the needs of the Lamar County Library System.