



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Branch Manager	Supervisor:	YCL Vice President of Library Relations
Location:	Dover Area Community Library- Dover, PA	Classifications:	Full-Time/FLSA Exempt
Department:	Dover Area Community Library	Hours:	40 hours per week
Schedule:	Monday through Friday 9:00 AM to 5:00 PM (May include weekends and evenings.)		

GENERAL DESCRIPTION

The Branch Manager supports the Library's mission, goals, and strategic plan. The Branch Manager builds productive relationships, both internally and externally, to achieve the mission and goals of the organization. The Branch Manager is responsible for the operations of the library.

EDUCATION & EXPERIENCE REQUIREMENTS

- A Masters of Library Science with at least 2 years running a library and supervising staff preferred or a Bachelor's degree in Library Science or a related field with 5 years running a library and supervising staff
- Experience with community outreach
- Experience managing the daily operations of a library
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate

GENERAL REQUIREMENTS

- Goal oriented, with ability to make information driven decisions and be accountable for the results
- Functions as a reliable self-starter, as well as a team player, a leader and a collaborative partner
- Strong relationship building and community engagement skills to facilitate resource development
- Ability to determine strategies to move the organization forward, set goals (short and long term), create and implement action plans, and evaluate the process and the results
- Excellent organizational skills, as well as verbal and written communications
- Ability to deliver effective presentations to staff, boards, donors, and community organizations
- Knowledge of and prior experience with grant writing
- Strong computer knowledge, and database skills
- Knowledge and familiarity with York County and the York County Library System, preferred
- Experience with marketing, and a general understanding of all areas of library relations with the ability to effectively interact with a diverse array of individuals, organizations, and community stakeholders
- Experience supervising staff & volunteers.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift
- Must be able to push/pull carts weighing up to 120 pounds
- Must be able to reach, lift, and stretch throughout the work day
- Must be able to stand and/or walk up to four hours at a time
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Works to update, implement, and maintain a vision and strategic plan for the library
- Networks and builds relationships with community organizations, programs, and events that provide a forum for sharing the library mission.
- Promotes library services and resources, and ensures policies and procedures are followed
- Build partnerships in the community by establishing relationships with current and potential funders, local politicians, and community leaders; advocates on behalf of the library
- Manages and supervises all aspects of the library's operation
 - Collection selection and maintenance
 - Program development, implementation and evaluation
 - Training evaluation, scheduling and retention of staff and volunteers
 - Weekly finances, maintaining expenses within approved budget lines
 - Marketing and community outreach
 - Building maintenance
 - Safety and security
- Attends and represents the library at meetings, including YCL meetings, community organizations (chamber of Commerce, School District), and local boroughs and townships
- Prepares reports and presentations as required by YCL and the Office of Commonwealth Libraries
- Works with YCL to develop and establish library policy and operational procedures
- Maintains awareness of changes in the local community, including changes in the demographics which could affect the needs for library services. Adapts services to meet the changing needs.
- Promotes a positive, cooperative, and flexible environment that is open to change and new ideas
- Engages library staff to create a harmonious and productive team environment
- Supports the Friends of the Library group in the areas of fundraising and advocacy
- Stays abreast of technology in order to work with databases, information systems, social media and other pertinent new technologies
- Other duties as requested

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - <https://www.identogo.com/locations/pennsylvania>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit <https://www.yorklibraries.org/about-us/careers/apply/> to complete an employment application.