



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Branch Manager	Supervisor:	Director of Library Relations
Location:	Glatfelter Memorial Library /Collinsville Public Library	Classification:	Full-Time -Exempt
Hours:	40 hours/week		

GENERAL DESCRIPTION

The Branch Manager is responsible for the daily operations of two diverse branch libraries. These operations function within the framework of York County Libraries' goals, objectives, policies, and budgets. Because there are two libraries, the Branch Manager needs to carry out work in an efficient, effective manner, dividing their time between two sites. The Branch Manager supervises all branch staff and volunteers. Glatfelter Library is in a small, well established town. Collinsville Public Library is a rural library.

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must possess a Bachelor's Degree in Library Science or a related field. Comprehensive knowledge of library operations and services is required. Extensive computer, internet, and software experience is required, including but not limited to: internet research; online databases; ILS software and hardware; and Microsoft Office. Supervisory and administrative experience is required. Candidate must possess a valid Driver's License. Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

Candidate must thrive in a team environment both as a team player and collaborative partner in a cooperative library system environment. Must enjoy working with the public, community networking, and providing excellent customer service to a diverse population. The position requires the candidate to have strong leadership skills and strategic capabilities that include: leading through vision and values, making informed decisions, building collaborative work relationships, and ensuring accountability for results. The candidate should be flexible, reliable, a self-starter, and able to multi-task effectively.

DUTIES AND RESPONSIBILITIES

- Supervise, train, schedule, and evaluate staff and volunteers.
- Work with the Vice President of Library Relations and the District Consultant in establishing, communicating, and achieving annual goals for the two Libraries.
- Prepare reports as required by YCL.
- Coordinate programs to encourage the use of the Library's services.
- Promote services directly to the public and through collaborative efforts with other libraries, schools, government agencies, and community organizations. This includes developing plans, preparing materials, attending meetings, and participating in county-wide activities.
- Support the Friends group (Branch Support Group) in their responsibility to raise money to help support the library and to advocate for the library at the local, county, and state level.
- Select, merchandize, and evaluate the performance of materials for the Libraries' collection.
- Attend and contribute in meetings held by YCL.
- Share and uphold system-wide patron service standards with staff and volunteers.
- Other duties as requested by the Vice President of Library Relations.

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.pa.cogentid.com/index_dpwNew.htm
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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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 www.yorklibraries.org/apply to complete an employment application.
