

BRAZORIA COUNTY JOB DESCRIPTION



Job Title	Regional Manager	Department	Library
Grade	36	Reports To	Assistant Director, Director
FLSA Status	Exempt	Hours	40 hours/week, M-S additional as required
Last Updated	August 8, 2022	Approved by	

SUMMARY

Plans for long-range library growth and administers and directs daily operations of two library branches within established guidelines by performing the following duties:

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Regular attendance is required
- Interviews, trains, supervises, schedules and evaluates staff
- Implements and interprets library policies for library users and staff
- Acts as a liaison between library administration, other branches and branch staff
- Maintains a current collection, to include selecting, developing and weeding collection regularly
- Provides public assistance in reference and reader's advisory service and in use of collection, catalog, and other services
- Develops the branches' annual budget request by monitoring and apportioning expenditure of materials budget and expenditure of branch's special account
- Oversees preparation of daily revenue reports
- Identifies library needs in the community, plans and provides services and programs to meet community needs and maintains and coordinates usage of community rooms
- Develops and maintains rapport with community organizations, including but not limited to acting as liaison to local Friends of the Library organizations
- Represents the library in the community, and develops an ongoing and highly-visible public relations programs
- Attends monthly system meetings and other meetings as needed
- Attends and participates in professional activities, conferences and committees
- Prepares reports as needed
- Complies, tabulates and analyzes statistics
- Supervises building maintenance needs
- Maintains an awareness of professional trends, methods and ethics
- Supervises use of the automated circulation system
- Performs other duties as needed

SUPERVISORY RESPONSIBILITIES

- Directly supervises 1 Youth Specialist who supervises a part-time Youth Assistant, 2 - 6 full-time Library Clerks, and 2 - 6 part-time Library Clerks and Shelves of the County Library Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

EDUCATION, EXPERIENCE AND TRAINING GUIDELINES:

Bachelor Degree (B.S. or B.A.) from an accredited four-year college or university, and at least three years library experience in the areas of supervision, reference, collection development and community relations.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, library staff, County employees, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

ADDITIONAL SKILLS AND QUALIFICATIONS

- Skill in effectively meeting with and dealing with the general public.
- Skill in working with automated library systems.
- Skill in composing and drafting letters, memorandums and other correspondence.
- Strong organizational skills, good interpersonal skills and supervisory skills.
- Ability to solve problems.
- Ability to work independently.
- Must provide own safe automobile for transportation in carrying out job duties.

LICENSE & CERTIFICATION REQUIREMENTS:

Valid Texas Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, walk and sit; have manual dexterity to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25+ pounds and push or pull heavy book carts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions. This job takes place within a library environment. The noise level in the work environment is usually a medium level.

This job takes place within a library environment and in an automobile on county roads and streets. Inside the libraries the noise level is medium. The noise level can be loud while driving on the roads and streets. Outside weather conditions may fluctuate from extremely hot (above 90 degrees) to cold (below 30 degrees.) In outdoor conditions, employee may frequently be exposed to high humidity, hot sun light and/or rain, hazardous road conditions and gasoline fumes. In outdoor conditions, employee may occasionally be exposed to hail, sleet, and/or snow.

SAFETY RECOMMENDATIONS/REQUIREMENTS

The incumbent in this job must be knowledgeable about and follow the County's safety policies and procedures. Responsible for teaching safety requirements to subordinate employees. Employee must follow safety road signs, maintain safe speed and drive cautiously at all times, paying strict attention to road conditions and maintaining alertness while operating county automobile.

DRUG/ALCOHOL POLICY

Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.