

The Brown County Public Library is growing its management team! Ideal applicants for branch manager have excellent interpersonal and communications skills, are customer service-focused, have human resource coaching experience, and are eager to make a positive impact on the branch, library system, and greater community. Learn more about the Brown County Public Library at: www.browncountypubliclibrary.org

Key Qualifications/Skills:

- MLS from an ALA accredited library school preferred; or equivalent customer service/management training and/or experience
- Communicate effectively, orally and in writing
- Effectively use technology in the work setting
- Demonstrate ethical behavior as a Library representative
- Adjust to changing situations and work collaboratively with others to achieve organizational goals and objectives
- Support the Library's mission, vision, culture and structure

Primary Responsibilities:

- Motivate and direct branch staff
- Interpret community interest and needs and maintain public confidence ; develop and maintain effective working relationships with local community
- Assure sustainability of branch physical facilities
- Oversee development of collections, services, and programs for the branch library
- Serve as communication liaison between branch staff and administration
- Provide data on operations, and submit reports and budget requests for branch
- Implement, support and enforce all library policies and procedures at the branch

Additional information:

Exempt position. Salary based upon \$19/hour for non-MLS hires and \$21/hour for MLS hires. Actual starting wage is commensurate with education and experience. Duties may exceed 40 hours per week. Includes evening and weekend hours.

Benefits include: Retirement through OPERS (employer match currently at 14%) ; health and life insurance ; various voluntary insurances ; paid leave.

Application Process: Submit cover letter, résumé, and BCPL employment application (available here <https://browncountypubliclibrary.org/empops> to: Manager Search at bcpl.bookly@gmail.com

Preference will be given to applications received by November 20, 2023.