



JOB POSTING

Job Title: BRANCH MANAGER

Location: DUBOIS BRANCH LIBRARY

Position Type: Full-Time

Application Deadline: September 24, 2023

About Us: The Dubois Branch Library is a vibrant and community-focused branch in the Jasper-Dubois County Library system dedicated to enriching the lives of our residents through access to knowledge, resources, and cultural experiences. With a commitment to fostering lifelong learning, literacy, and community engagement, we are seeking a passionate and dynamic Branch Manager to lead our Dubois Branch.

Position Overview: As a Branch Manager at the Dubois Branch, you will play a pivotal role in creating a welcoming and inclusive environment for library patrons, overseeing daily operations, and collaborating with staff to deliver exceptional library services to our community. You will be responsible for managing a team of dedicated library professionals, developing innovative programs, and ensuring that the library remains a valuable hub for learning, exploration, and connection.

- **Schedule:** This position is full-time exempt (40 hrs. per week) and benefits eligible. Successful candidates must be available to work a flexible schedule that regularly includes a combination of days, evenings, weekends, and shifts surrounding holidays.
- **Pay:** The starting pay for this position is \$37,128 annually + stipend in 2024. position will be posted internally and externally.

Key Responsibilities:

- **Leadership:** Provide visionary leadership to a team of library staff, fostering a positive and collaborative work environment. Set goals and priorities for the branch, ensuring alignment with the library's mission and strategic objectives.
- **Operations:** Oversee all aspects of branch operations, including budget management, facility maintenance, collection development, and circulation services. Ensure the branch operates efficiently and effectively.
- **Community Engagement:** Build and maintain strong relationships with community organizations, schools, and local leaders. Develop and promote library programs and services that meet the unique needs and interests of the branch's diverse community.
- **Staff Development:** Mentor and develop library staff, encouraging professional growth and excellence in customer service. Foster a culture of continuous learning and innovation.
- **Collection Development:** Collaborate with collection development staff to curate a diverse and relevant collection that reflects the interests and needs of the community.

- **Technology Integration:** Stay abreast of emerging technologies and trends in library services. Implement and promote the use of technology to enhance library offerings and accessibility.
- **Promotion and Marketing:** Develop marketing strategies to promote library programs and services, engage with the community through various media, and increase library usage.

Qualifications:

- Must be able to complete LC5 Certification within 3 years of hire which includes minimum of 60 hours of college credit and 9 college credit hours in library science. The library science courses can be taken with or after the 60 hours of college credit.
- Previous library experience, and supervisory experience preferred.
- Strong leadership and team-building skills.
- Excellent communication and interpersonal abilities.
- Commitment to diversity, equity, and inclusion in library services.
- Knowledge of library technologies and trends.
- Budget management experience is a plus.
- Flexibility to work evenings and weekends as needed.

How to Apply: Interested candidates are invited to submit their resume, a cover letter outlining their qualifications and vision for the role, and contact information for three professional references to Library Director Christine Golden at cgolden@jdcpl.us or online at <https://jdcpl.us/jobs>

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The Jasper-Dubois County Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and library patrons.

Benefits Package:

As a valued member of our team at the Jasper-Dubois County Public Library, we are committed to providing you with a comprehensive benefits package that supports your overall well-being and professional growth. Our benefits program is designed to offer financial security, work-life balance, and opportunities for personal and career development. Here is an overview of the benefits you can expect to receive as a Public Library Branch Manager:

Health and Wellness:

- **Health Insurance:** Medical insurance is not provided by the library; however, a stipend is given to each full-time staff member to help offset costs.
- **Wellness Programs:** We encourage a healthy lifestyle with wellness programs, fitness incentives, and resources to help you maintain your well-being.

Retirement Planning:

- **Public Employee Retirement Fund:** Save for your future through our retirement plan, with employer contributions and options for employee contributions.

Paid Time Off:

- **Vacation and Personal Leave:** Enjoy generous paid time off to relax, recharge, and spend time tending to personal needs. Staff also receive one day of vacation for their birthday.
- **Holidays:** Celebrate holidays with 14 paid days off.

Professional Development:

- **Continuing Education:** We support your professional growth by offering paid opportunities for ongoing education and training to enhance your skills and knowledge.
- **Conference Attendance:** Attend relevant conferences and workshops to stay current in the field of library science.

Employee Assistance Program (EAP): Access confidential counseling services and resources to address personal and work-related challenges.

Life and Disability Insurance: Provide financial protection for your loved ones with employer-sponsored life insurance, short- and long-term disability coverage.

Employee Recognition: We acknowledge and celebrate your contributions through various recognition programs and events.

Work-Life Balance: We promote a healthy work-life balance, offering flexible scheduling options and remote work opportunities when appropriate.

Community Engagement: Be part of a library community that is dedicated to enriching the lives of our patrons and making a positive impact in our local community.

At the Jasper-Dubois County Public Library, we believe that our employees are our most valuable asset, and we are committed to fostering a supportive and inclusive work environment. We understand that your well-being and professional development are essential to the success of our library and the communities we serve.

Join us as a Public Library Branch Manager and embark on a rewarding career journey filled with opportunities for growth, learning, and making a difference in the lives of others. We look forward to welcoming you to our team and providing you with the benefits and support you deserve.