

**Job Title:** Large Branch Manager (Amite Branch)

**Wage:** \$22.00 per hour

**Job Type:** Full-time, 35 hours per week

**Reports to:** Assistant Director



**Job Description:**

As a Large Branch Manager, you will oversee the daily operations of a large branch, supervising a team of 5-10 staff members. This position requires strong leadership skills, attention to detail, and a commitment to professional development.

**Responsibilities:**

- Oversees circulation and genealogy staff
- Prepare daily and weekly money reports
- Create and manage staff schedules and their leave requests
- Resolve interpersonal conflicts among staff
- Maintain branch's programming and outreach statistics
- Ensure the general care of the branch and its grounds
- Make recommendations for additions or removals from the branch collection
- Conduct inventory management
- Provide coverage to smaller branches when requested
- Conduct branch staff's performance evaluations
- Serve as a liaison between the branch and the community
- Aid patrons with basic computer and reference questions
- Follow library policy and procedure
- Other duties as assigned

**Requirements:**

- Two years of management experience, preferably in a public library setting, preferred
- Strong computer skills, including proficiency in Microsoft Office and Excel
- Willingness to learn library-specific software such as CloudLibrary, Hoopla, LS2, and Easy Clocking
- Ability to multitask and prioritize tasks effectively
- Excellent interpersonal and customer service skills
- High school diploma or equivalent (no further degree requirements)
- Priority is given to individuals possessing a bachelor's degree or higher

**Benefits Include:**

- Employee portion of health insurance including vision, dental and life insurance paid by the Library
- Inclusion in the Parochial Employees' Retirement System of Louisiana
- Paid Holidays
- Accrual of vacation and sick leave

**Tangipahoa Parish Library's Mission Statement**

The mission of the Tangipahoa Parish Library is to provide all members of the community with resources and programs to fulfill their informational, educational, recreational and cultural needs.

### **Tangipahoa Parish Library's Objectives**

1. To assemble, organize, maintain and make easily available a collection of books and other materials to provide for the recreational, informational, and educational needs of the citizens of the parish.
2. To promote the Library and its services.
3. To evaluate and anticipate the changing community that the Library serves and the effect of the changing world on the services offered to the community.
4. To develop and maintain the Library as a source of stimulation in the community, a source of ideas and ideals.
5. To provide the community with the best and most service possible by continued improvement of Library facilities and services.
6. To provide free and equal access of its resources to all citizens of the parish.

**TANGIPAHOA PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE.**