Branch Manager
Cambridge Public Library
Cambridge, Massachusetts, 02143, United States

Salary: $31.55 - $36.17 (Hourly Wage)

Status: Full-time

Posted: 07/10/17

Deadline: Not stated

Position:
Branch Manager

Position Description:
There are two exciting Branch Manager opportunities available at the Cambridge Public Library: Collins Branch Manager and O'Neill Branch Manager

Position Responsibilities:
The Branch Manager is a leadership position with responsibility for managing and training the Branch staff, the day to day operation of the branch, and for developing effective programs and dynamic collections. Collaborates with the Manager of Branch Services to establish priorities, set goals and initiate new services. Sets the tone for this service area in order to provide consistent, personal, accurate, helpful assistance to library users.

- Strong customer service skills and proven managerial skills
- Thorough knowledge of popular adult materials and of borrower/circulation services
- Ability to interpret community needs and interests, and turn into relevant library service
- Ability to work effectively with a diverse population
- Ability to handle multiple activities and interruptions at once
- Ability to communicate effectively, patiently and courteously
- Ability to remain calm and flexible at all times and especially in emergency situations
- Ability to organize work, set priorities, use time effectively, meet deadlines
• Punctuality and dependability
• Broad background and knowledge of library techniques, resources, and current literature
• Familiarity with current technologies and interest in innovation
• Ability to work with enthusiasm and initiative, a cheerful disposition, and a willingness to work positively and harmoniously with others

Required Qualifications:
A bachelor's degree from a recognized college or university and a master's degree in library science from an accredited library school. At least three years of professional library experience in a public library setting.

Preferred Qualifications:
Previous public library and supervisory experience desirable. In exceptional instances, specialized education, training, and/or experience may be substituted for part of the educational requirement.

Closing Date: Not stated

Special Instructions to Applicants:
For a full description of these two opportunities, visit:
https://www.cambridgema.gov/cpl/aboutus/employmentopportunities