

# Market Range Detail - Library Small Branch Manager

## Effective Date

April 13, 2015

## Market Range Title Description

Positions in this market range title are responsible for daily supervision and planning of library operations in a Small Branch Library or a designated service area such as Youth Services or Adult Services within a Large or Regional Branch Library. Incumbents have full supervisory responsibility for paraprofessional and clerical staff including developing performance plans, monitoring and evaluating performance, coaching/counseling, interviewing and hiring new staff, training staff and determining work priorities. Other responsibilities include monitoring the area budget, assisting in the development and implementation of procedures, processes, programs and department goals, and participating in strategic planning. Incumbents also provide direct service to customers including reference and readers' advisory services and planning and conducting programming. Positions in this market range title are distinguished from those in the Library Supervisor market range title in that the former has a smaller scope of responsibility with oversight of a smaller branch and paraprofessional/clerical staff while positions in the latter have oversight of a large branch which includes professional-level staff. Branches are distinguished as Small Branch Libraries based on size, circulation and number of staff. Positions in this market range title typically report to a Library Manager or Library Administrator.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.67	\$30.22	\$36.76

## Likely Minimum Qualifications

- Master's degree in Library Science from a school that is accredited by the American Library Association.
- One year of professional library experience.
- Previous lead or supervisory experience may be preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Adult Services Supervisor
- Small Branch Manager
- Youth Services Supervisor

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.