



**Crested Butte Library  
Branch Manager**

**Position Title:** Crested Butte Branch Manager

**Reports to:** Gunnison County Library District Executive Director

**Classification:** Exempt, Benefitted, 40 hours per week

**Starting Salary:** \$46,321 -- \$53,933 Depending on qualifications and experience

**Schedule:** Monday through Friday with some evenings and weekends required

**OVERALL DUTIES**

Responsible for promoting and maintaining excellent external and internal customer service at the Crested Butte Library. Manages operations at the Crested Butte Library.

**SUPERVISION RECEIVED**

Works under the supervision and general guidance of the District Executive Director.

**SUPERVISION EXERCISED**

Exercises supervision over all employees and volunteers at the Crested Butte Library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Actively involved in the strategic direction and leadership of the Library District.

Responsible for developing, implementing, evaluating, and promoting branch services, programming, and circulation functions that meet the needs of the residents of, and visitors to, the Crested Butte area.

Responsible for the routine daily operations of the Branch facility including coordination of building maintenance with Town of Crested Butte. IT services with Marmot Library Consortium. Troubleshooting issues related to both hardware and software. Identifying and solving any issues related to iii Sierra ILS software. Coordinating with the valley wide courier service. Maintaining positive sharing relationships with other Colorado libraries.

Administers Crested Butte Library operations to achieve Library District strategic goals while recognizing and planning within the scope of available resources. Plans and organizes staff assignments within the Library District's framework of goals and direction including but not limited to direct public service (desk shifts), children's programming, special events, materials processing, shelving, and collection management.

Working in conjunction with the Executive Director; interviews, hires, trains, and supports staff; reviews progress of Crested Butte Branch employees and provides coaching or correction as needed, conducts performance evaluations, annually and as needed, for Crested Butte Library staff.



Plans and implements adult programming and coordinates with Gunnison Library on programming, advertising, and marketing.

In consultation with the Executive Director; engages with community stakeholders, local officials, and community members on behalf of the Crested Butte Library. Maintains a working relationship with the Crested Butte Friends of the Library.

Forwards information or requests from elected and appointed officials to the Executive Director in a timely and appropriate manner.

Assures that assigned responsibilities are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds for; personnel salaries and wages, materials, and facilities. Helps plan the Crested Butte annual operating and capital budgets.

Maintains a positive working environment for all employees, works to promptly resolve grievances, is empathetic toward co-workers, recognizes and addresses errors and complaints internally and externally.

Conducts collection development and cataloging for the Crested Butte branch.

Assists patrons in their use of library resources and services. Provides readers' advisory, reference, and access services. Is familiar with and capable of providing all circulation functions.

Prepares required reports as needed by the Executive Director and maintains necessary operating records to ensure fiscal accountability and annual reporting requirements.

## **EDUCATION**

Bachelor Degree in Library Science, Education, Business, or a closely related field required.

Master of Library Science strongly preferred.

## **EXPERIENCE**

Supervisory, management, or leadership experience is desirable.

Two plus years of professional experience is preferred.

Previous library experience is strongly preferred.