

**OSTERHOUT FREE LIBRARY  
PLAINS BRANCH SUPERVISOR  
Job Description**

**SCOPE OF THE JOB:**

1. This position reports to the Adult Services Coordinator of the Osterhout Free Library.
2. Work in a collaborative team environment as both a team leader and as a team member.
3. Responsible for opening and securing of the Branch building on a daily basis.
4. Responsible for scheduling to ensure all open Branch hours are covered.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Supervises any other staff or volunteers of the branch.
2. Collection development of library materials (including books, audio and visual material) for the branch, including selection, deselection, inventory, evaluation and reconsideration.
3. Provides (to both in-person and telephone patrons) (statistical), reference and reader's advisory service utilizing print and electronic resources. Assists users in selecting and locating library materials.
4. Trains staff and public in technological skills.
5. Registers patrons using the integrated library system, automated system.
6. Performs all routine tasks necessary for the operation of a Branch including light maintenance duties when needed.
7. Prepares inventories utilizing automated system, checks the shelves and send file notices when necessary.
8. Keeps all daily and monthly statistics.
9. Operates a Fax machine to service the public.
10. Sends monthly receipts to bookkeeper's assistant.
11. Orders supplies monthly.
12. Uses Luzerne County Library System automated system to locate materials available through Central Library and other System member Branches. Secures items on interlibrary loan when necessary.

**OTHER DUTIES OF THE JOB:**

1. Sees to it that the Branch is kept neat and orderly.
2. Sees to it that the procedure manual is up-to-date.
3. Prepares annual report for the Branch.
4. Prepares time cards for all Branch personnel.
5. Cooperates as a team member with library staff in performing any duties essential to the achievement of efficient library operations.
6. Attends workshops to keep informed of current trends in field and new professional techniques.
7. Meets the requirement of six Continuing Education credits every two years.
8. Performs other duties as assigned. (i.e. inventory, weeding, etc.)
9. Assists in Central Library departments when necessary.