



City of Rochester (NY) Library Branch Manager

SALARY	\$63,992.00 - \$84,376.00 Annually	LOCATION	Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	25FY0491PLA15
DEPARTMENT	Rochester Public Library	BUREAU	Community Library
OPENING DATE	06/11/2025	CLOSING DATE	7/18/2025 11:59 PM Eastern

General Description

The Branch Manager serves as head of the assigned library branch and has the responsibility for coordination, administration and policy implementation for the branch to ensure efficient operation at the location. Work is performed under the general supervision of the Library Area Coordinator. Supervision is exercised over the work of subordinate professional, clerical, facilities, and volunteer personnel at the branch. Performs related work as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

LOCATION: Lincoln Branch

Typical Work Activities

- Determines priorities in terms of materials to be purchased for the branch and may designate collection development responsibilities to subordinate professional staff;
- Evaluates the effectiveness of the library's services in relation to the changing needs of the branch neighborhoods;
- Implements and directs literacy-based activities such as reading programs, tutoring and other activities for the branch community;
- Implements and directs new programs and services;
- Supervises the branch building and grounds;
- Interviews and makes recommendations for hire of subordinate staff for the branch;

- Participates in community outreach projects in the branch neighborhood;
- Supervises the use of the branch library computer network;
- Collects and provides data and narrative reports on branch usage to the Library Area Coordinator;
- Supervises and schedules subordinate staff by making assignments, observing and reviewing work activity and performance, and reviewing reports;
- Provides reference and reader's advisory services to patrons;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials.

Minimum Qualifications

Master's degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

NOTE: Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the New York State Library's Division of Library Development for assistance.

PLUS

Any Bachelor's degree from a college or university recognized by the University of the State of New York, OR completion of 120 undergraduate semester credit hours;

AND

Three (3) years of professional library experience subsequent to receiving the MLS.

SPECIAL REQUIREMENTS:

Eligibility for a New York State Professional Public Librarians Certificate at time of application. Possession of certificate at time of appointment.

N.Y.S. Class D Operator's License at time of appointment

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>