



# MARICOPA COUNTY invites applications for the position of: **Large Branch Manager**

An Equal Opportunity Employer

**OPENING DATE:** 04/30/21

**CLOSING DATE:** 05/13/21 11:59 PM

**DEPARTMENT:** Library District

**JOB TYPE:** Unclassified/Full-Time

**LOCATION:** Gila Bend, Arizona

**SALARY:** \$62,088.00 - \$90,792.00 Annually

**POSITION OVERVIEW:**



**About the Position**

If you're searching for a team that values inspiring teamwork and solid leadership and contributes to the success of the community, then the Gila Bend Library Branch Manager position is for you!

As you collaborate with staff, other branch managers, and community organizations, you will have the opportunity to enrich lives by offering innovative programs and services and establishing meaningful partnerships. Consider joining us to become the leader of a dynamic group of staff dedicated to serving a small, rural community with a new dual-use school-public library slated to open in the summer of 2021!

This position is located in the Gila Bend Library in Gila Bend, AZ. It is approximately 30-45 minutes from Buckeye, AZ, the westernmost suburb in the Phoenix metropolitan area.

**About the Library District**

Do you want to champion the freedom to read and access information?

At the Maricopa County Library District, we are continuously working to support the changing needs of our diverse and connected community for all of Maricopa County. Our mission is to provide access to technology, digital services, and information to improve our residents' quality of life.

Choose a job with a purpose. Choose the Maricopa County Library District.

**POSITION QUALIFICATIONS:**

We recognize your time is valuable, so please apply if you meet the following required

qualifications.

**Education**

- Master's degree in Library Science from an American Library Association (ALA) accredited school

**Experience**

- Four (4) years of professional library experience, which includes two (2) years of supervisory experience

**Other Requirements**

- Must possess or have the ability to obtain a valid Arizona driver's license by the time of hire

**Our Preferred Candidate has**

- Experience working in a public library
- Experience managing a budget in a professional work environment
- Experience presenting and facilitating programs in a library setting
- Experience forming and maintaining professional relationships or partnerships
- Bilingual in Spanish and English

**ESSENTIAL JOB TASKS:**

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Supervises the operations of a branch library
- Schedules staff for work shifts and at the customer service desk
- Monitors branch budget for part-time staff and supplies
- Maintains a vibrant and attractive collection by employing merchandising techniques, presenting engaging displays, and following adopted collection maintenance practices
- Implements, monitors, and reports results of strategic initiatives developed for the Library District
- Identifies needs and provides recommendations for improving branch operations
- Provides exceptional customer service to internal and external customers using the Library District's Great Expectations customer service model
- Plans and conducts programs for the public
- Understands all Library District products and material types and promotes the use by customers
- Develops performance plans, monitors performance, coaches/counsels, and evaluates staff
- Upholds the Library District's service standards and model exceptional MCLD citizenship

**Working Conditions**

This position requires travel to and from job-related locations during a scheduled workday, subject to County policies regarding the use of County vehicles or private vehicles used on County business. This position may require work outside of normal working hours, including evenings and weekends, based on branch operating hours. The physical environment of this position requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. This position requires the ability to carry 10 pounds a distance of 50 feet, push/pull 50 pounds a distance of 100 feet, lift 15 pounds from floor to waist, lift 10 pounds waist to shoulder, and lift 5 pounds shoulder to overhead.

**SELECTION PROCEDURE:**

The Maricopa County Human Resources Department reserves the right to admit to the selection

process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.

**Maricopa County is an EEO/ADA Reasonable Accommodation Employer.**

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APPLICATIONS MAY ONLY BE FILED ONLINE AT:  
<https://jobs.maricopa.gov>

Job #650LLBMMQ042921  
LARGE BRANCH MANAGER  
AM

OUR OFFICE IS LOCATED AT:  
301 W Jefferson  
Suite 200  
Phoenix, AZ 85003  
602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)  
[hrfeedback@mail.maricopa.gov](mailto:hrfeedback@mail.maricopa.gov)

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

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