

Location: Caroline County Public Library
100 Market Street, Denton, MD 21629

Job Title: Library Services Manager

HOURS & DAYS OF DUTY: Full time, 37.5 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

General Summary: The Caroline County Public Library seeks an innovative, experienced, conscientious, and community-oriented Library Services Manager to oversee all aspects of customer facing services at our Central Library. The purpose of this position is to plan, supervise and direct the work of the public service points and related staff at the Central Library while working with administration and other library staff to develop and update library policies and procedures. As a senior management position in a small public library (20 FTE employees), this position requires proficiency in frontline customer service and adult programming along with the ability to manage budgets, apply for and manage grants, contribute to the library's strategic plan, and supervise staff. Strong project management and interpersonal communication skills are required for success. Given the current conditions of delivering library services during the COVID-19 public health emergency, the successful candidate will demonstrate flexibility, creativity, and confidence in designing and delivering both virtual and in-person programs and services. The Caroline County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek a librarian who views library services through an equity lens and is skilled at partnering with organizations to deliver services to traditionally underserved groups.

Minimum Requirements:

- Master's degree in library science from an American Library Association (ALA) accredited program.
- Three years of progressively responsible post-graduate experience working in a public library.
- Possess a Maryland Class "C" driver's license or an equivalent from another state.
- Excellent written and verbal communication skills
- High level of computer proficiency, including familiarity with both Mac and Windows operating systems.
- One-year supervisory experience.

Preferred Qualifications:

- Collection Development experience.
- Three years supervisory experience.
- Adult programming experience.
- Familiarity with Polaris ILS.

Salary: Range of \$50,000 - \$58,000, Commensurate with Experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org. This position will be open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library Office Manager at 410-479-1343 prior to submitting an application or resume.

The Caroline County Public Library is a drug free/smoke free facility.

View complete job description at: www.carolib.org