

Location: Caroline County Public Library

100 Market Street, Denton, MD 21629

Job Title: Library Associate II – Library Branch Manager

Hours & Days of Duty: Full time, 37.5 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

The Caroline County Public Library seeks an enthusiastic, innovative, community-oriented individual to join our team as a Library Branch Manager. This is a leadership and supervisory position responsible for the daily operation of our Federalsburg Library Branch. As a management position in a small public library (20 FTE employees), this position requires proficiency in frontline customer service and programming/community engagement along with the ability to manage assigned budgets and contribute to the library's strategic plan. Strong project management and interpersonal communication skills are required for success

Personal responsibility, attention to detail and the ability to function independently as a self-starter are essential job standards. Applicants must be willing and able to quickly adapt to the changing needs of the community, library services and technology.

The Caroline County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek an associate who views library services through an equity lens and is skilled at partnering with organizations to deliver services to traditionally underserved groups.

Applicant must possess a valid driver's license and reliable transportation. Employees are expected to work at all library locations and travel for outreach events, trainings or workshops as necessary.

Requirements:

- Bachelor's degree from an accredited college.
- High degree of computer literacy
- Excellent attention to detail
- Excellent written and verbal communication skills
- Possess a Maryland Class "C" driver's license or an equivalent from another state

Preferred Qualifications:

- Experience in customer service.
- Some library experience.
- 1 year supervisory experience
- Experience with Polaris ILS preferred.

Salary: \$40,014 - \$45,000

Salary 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