

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

Job Title: Circulation & Reference 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 librarian to oversee all aspects of circulation and reference services at our Central Library.

The purpose of this position is to plan, supervise and direct the work of the circulation and reference 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 personnel management along with the ability to manage budgets, contribute to the library's strategic plan, and train 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.
- 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.

Preferred Qualifications:

- Library experience
- Supervisory experience.
- Familiarity with Polaris ILS.
- Customer service experience

Salary: Range of \$45,000 - \$50,000, Commensurate with Experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System.

* Relocation assistance may be available.

Additional Details:

No one candidate will be perfect for this position. The skills and experience needed to be successful in this position exist on a spectrum. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they meet 100% of the qualifications. Caroline County Public Library is happy to leave that statistic in the past. No one ever meets 100% of the qualifications. Please just apply.

Recent MLIS graduates and those nearing the end of their MLIS program are encouraged to apply.

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 or employment@carolib.org 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