



## JOB OPPORTUNITY

### **Branch Manager II, Calvert Library Prince Frederick**

Prince Frederick, MD

At Calvert Library, staff have the opportunity to empower individuals by facilitating lifelong learning and to strengthen the community by encouraging connections to fellow community members and the world. We seek an enthusiastic, open-minded, intrinsically-motivated individual who works well independently and collaboratively. Calvert Library circulates over a million items and provides exceptional customer service at its 4 locations, and via 2 mobile library vehicles. We have an extensive network of community partners including Calvert County Public Schools. If you embody Calvert Library's [values](#) and are passionate about the power of public libraries to transform communities, consider joining Calvert Library as the full-time **Branch Manager** of our main library.

#### **Key Responsibilities**

- Under the general direction of the Director, manages day-to-day branch operations including reference, circulation, and children's departments as well as classes and events.
- Serves as a leader in gaining commitment for Calvert Library's strategic plan, implementing changes in library service, and communicating a shared vision for exceptional customer experiences.
- Builds and maintains effective work relations with staff, customers, administration, and the community.
- Responsible for supervising, coaching, training, and performance planning of branch supervisors.
- Creates a work environment that fosters continuous improvement, encourages risk-taking and learning from mistakes and values teamwork. Demonstrates a commitment to guiding staff in their professional growth
- Engages in direct public service and develops and maintains a thorough understanding of Calvert Library policies and quality standards; suggests changes to policy as needed.
- Empowers staff to have consistently excellent customer interactions.
- Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services.
- Handles security issues and emergency situations.
- Monitors the use of library services and branch spaces and makes recommendations for changes and new services.
- Actively participates in management teams and promotes the Library in the community.
- Acts for the Director in her absence including approving payroll, signing off on invoices and approving purchase requisitions.

#### **Job Requirements**

- MLS from an ALA accredited school and comprehensive knowledge of public library operations acquired through four years of progressively responsible work experience in a public library and two years of supervisory experience.
- A commitment to excellent customer service and the desire and ability to work with people of diverse backgrounds.
- Experience using various technologies including Polaris ILS, online databases, E-books, and Microsoft applications
- Ability to establish and maintain respectful relationships with customers, co-workers and community groups.
- Ability to handle multiple priorities and emergencies in a fast paced environment.
- Possesses strong verbal and written communication skills and demonstrates flexibility, initiative and creativity.
- Willingness and ability to travel locally and regionally and work a variable schedule including nights and weekends.
- Must pass a post-offer criminal background check.

We offer an excellent benefit package that includes 24 days of vacation, 3 weeks of sick leave and 3 days of personal leave, competitive health, dental and vision benefits, MD Retirement Plan, and related benefits. Annual starting salary range: \$61,734 - \$70,798, commensurate with experience. We encourage applicants from underrepresented groups to apply. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

#### **To apply:**

Email your cover letter and resume as one PDF document to [calvsearch@calvertlibrary.info](mailto:calvsearch@calvertlibrary.info). If you are an external candidate you must also attach an Employment Application which you can find on our website <http://calvert.lib.md.us/workinghere.html>. Include the job title **Branch Manager PF** in the subject line of your email.

Documents must be received by: **noon on September 26, 2017**