

Job Title: Assistant Branch Manager

Minimum pay for this position is County Pay Grade 15: \$18.79/hour.

This is a management position, reporting to the Branch Library Manager. The schedule varies and will include some nights and weekends.

Duties and Responsibilities:

- Assists in the management of the branch library
- Directs the activities and staff of the branch in the absence of the Branch Manager
- May schedule, train, and provide guidance to branch staff and volunteers, in coordination with the Branch Manager
- Is involved in the development and management of the library's collection
- Provides direct service to library customers
- May represent the library system on committees, library organizations, regional associations, etc.
- Plans, coordinates, promotes and may present library programs for children and adults, in coordination with the Branch Manager
- Works with government, community, school, and civic organizations in the branch library's service area, including outreach.
- Must meet continuing education requirements as mandated by the Maryland State Department of Education

Qualifications and Skills

- Bachelor's degree is preferred; or associate degree (or two years of post-secondary education) and 2 years of experience working in a public library, or 2 years of supervisory experience in public service
- Understanding of the principles and practice of public library service
- Working knowledge of word processing, spreadsheet, and presentation software
- Skill in using computers, the Internet and other information technology tools
- Mastery or the ability to acquire mastery of the library's automation system
- Good communication skills, both verbal and written
- Ability to work as a team member and to be flexible and creative in a changing environment

Working Conditions

Physical demands of position include:

- Sitting, standing, walking, climbing, and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Handling: processing, picking up and shelving books and materials
- Fingering: typing, writing, filing, sorting, shelving and processing
- Pushing and pulling: objects weighing 60-80 pounds on wheels
- Mobility: travel to meetings outside library

Mental demands of position include:

- Communication skills: effectively communicate ideas and information both in written and oral form

- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Time management: follows priorities set by supervisor, communicates if/when adjustments are necessary