

## **WORCESTER COUNTY LIBRARY – EMPLOYMENT OPPORTUNITY**

Job Title: Branch Library Manager – Ocean City Branch

Non-Classified; full-time; 40 hours per week position with pay based on education, experience, and skills. There is a full benefit package including health insurance and participation in the Maryland State Retirement System.

This is a senior branch library management position, reporting to the library director.

### Duties and Responsibilities:

- Manages the operation of a branch library; promotes use of the library and its collections and provides direct service to library customers
- Schedules, supervises, trains, and evaluates branch staff; ensures the accuracy of time sheets
- Coordinates and oversees the development and marketing of the branch library's collection of materials, including selection, promotion, evaluation, and de-selection.
- Composes reports of branch activities, revenues, and operational statistics
- Reports building issues to County Maintenance, and, if necessary, the library director
- Plans, coordinates, promotes and may present library programs for children and adults
- Represents the County library on committees, professional organizations, regional associations, etc.
- Works with government, community, and civic organizations in the branch library's service area
- Conducts training for other County library staff, in coordination with the director and/or assistant director
- Responds to complaints from patrons and interprets policies and procedures; makes recommendations for disciplinary action and assesses security issues for immediate resolution or escalation to library administration.
- Contributes to the efficiency and effectiveness of the branch's service to its customers by offering suggestions and directing or participating as an active member of a team
- Must meet continuing education requirements as mandated by the Maryland State Department of Education
- Ensures confidentiality of information and records and complies with record retention schedule
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc.

### Qualifications and Skills

- Master's degree in library science and 1 year of experience working in a public library, or Bachelor's degree and 3 years of experience working in a public library
- Thorough understanding of the principles and practice of public library service
- Working knowledge of technology trends.
- Demonstrates excellent customer service skills while working with internal and external customers.

- Thorough knowledge of word processing, spreadsheet, and presentation software
- Excellent communication skills both verbal and written and an ability to promote and encourage teamwork and cooperation
- Ability to lead, to work as a team member and to be flexible and creative in a changing environment
- Self-starter that takes initiative and has a sense of urgency
- Valid driver's license

### 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

To apply, please complete a library application form (available at any branch library and on the library's website: [www.WorcesterLibrary.org](http://www.WorcesterLibrary.org)), along with a cover letter and resume, if you wish, and send to [employment@worcesterlibrary.org](mailto:employment@worcesterlibrary.org) or mail to

Employment  
 Worcester County Library  
 307 North Washington Street  
 Snow Hill, Maryland 21863

Open until filled.

Please call 410-632-2600 or email [employment@worcesterlibrary.org](mailto:employment@worcesterlibrary.org) with any questions about the position.