



EMPLOYMENT OPPORTUNITY

- JOB TITLE:** Tech Services Director
- FLSA CLASSIFICATION:** Non-Exempt
- SUPERVISED BY:** Executive Director
- HOURS OF DUTY:** As scheduled, with Saturday and evening hours
- SALARY:** \$45,000-\$50,000 (dependent on experience)
Comprehensive benefits package
- GENERAL SUMMARY:** Responsible for planning and carrying out activities related to system-wide materials compiling/selection and to the overall management of the system's print, media and electronic collections. Assists with technology for programming, as needed. Responsible for administrative work such as reporting and recordkeeping. Participates in formulating and executing goals and objectives, and participating in tasks and projects with other members of the Tech Services Department. Serves as a member of the Senior Staff, acts as Person in Charge, and regularly works the front desk.
- QUALIFICATIONS:** MLS/MLIS or coursework toward degree. Three years general library experience preferred. One year supervisory experience. HTML, CSS, and high competency in computer knowledge.
- SUBMISSION:** Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery.
- Attention: Executive Director Arnessa Dowell
adowell@kent.lib.md.us
- DEADLINE:** **Applications accepted until position is filled.**
Applications will be reviewed every two weeks starting Friday, November 12, 2021.