

Kent County Public Library

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Director of Branch Services
FLSA CLASSIFICATION:	Non Exempt
SUPERVISED BY:	Executive Director
HOURS OF DUTY:	40 hours per week As scheduled, with Saturday and evening hours as needed.
SALARY:	\$18.00-\$21.50 per hour - Supervisor (non-librarian) payscale \$22.00-\$25.00 per hour - Supervisor (librarian) payscale Comprehensive benefits package including health insurance with 100% premium coverage after 6-month probationary period; paid annual, sick, and personal leave; participation in state pension system; educational assistance for qualified programs; paid staff development opportunities
GENERAL SUMMARY:	<p>Plans, organizes, directs, implements, and manages all activities related to the general operation and management of North County and Rock Hall branch library locations, including circulation, reference, technology assistance, collection development, programming, and facilities management.</p> <p>Coordinates identification and implementation of department goals and guides all department tasks and projects. Serves as a member of the Senior Team and plays a key role in the planning, evaluation, and implementation of KCPL's objectives, policies, and procedures.</p>
QUALIFICATIONS:	Bachelor's degree required; Bachelor's degree in library science, business administration, or related field preferred. Maryland Library Associate Training Institute (LATI) certification or ability to enter the LATI program within 6 months of hire; commitment to acquiring required CEUs for LATI recertification every 5 years
SUBMISSION:	<p>Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery.</p> <p>Attention: Executive Director Robert Bell apply@kentlib.org</p>
DEADLINE:	Applications accepted until position is filled.

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Applications will be reviewed every two weeks starting October 25, 2024.