

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-\$19.00 per hour - Supervisor (non-librarian) payscale \$22.00 per hour - Supervisor (librarian) payscale <i>Starting salary is at non-librarian rate. With MLS/MLIS at hire or degree completion within first 6-months of employment, salary will increase to librarian rate after successful completion of probationary period.</i> Comprehensive benefits package
GENERAL SUMMARY:	<p>Plans, organizes, directs, implements, and manages all activities related to the general operation and management of North County and Rock Hall branches, 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> <p>Regularly works at North County and Rock Hall branches, but must be able to travel to and work at all KCPL locations, as well as offsite locations. During initial training period, will work regularly at Chestertown branch.</p>
QUALIFICATIONS:	Associate's degree or two years of education beyond high school required; Bachelor's degree preferred. An additional 2 years of progressively responsible work experience in a public library may reduce the education requirement. Supervisory/leadership experience and library experience required. Maryland Associate Training Institute (LATI) certification or ability to enter the LATI program within 6 months of hire preferred.
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 January 19, 2024. Anticipated start date is February 23, 2024.