

Location: Harford County Public Library

Job Title: Assistant Branch Manager

Vacancy Number:

Responsibilities: Assists with managing the day-to-day operations, activities, and staff of the branch; directly supervises and oversees training for hourly reference staff, including reference substitutes and other hourly staff or volunteers as assigned; provides reference, collection and readers' advisory services to the public; oversees, plans and implements children, young adult and adult programs; performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.

Minimum Requirements:

*Masters degree in Library Science or other Master's degree in an approved library-related curriculum from ALA-accredited institution. (Note: will consider applicants that will complete such program within six months from date of application.)

*Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;

*Two years related professional library experience, including direct information service and training of customers and staff on the use of computers, databases, preferably in public library;

*Some supervisory experience;

*Ability to work day, evening, and weekends hours.

Salary Range: Undisclosed

Application Process: Applications for this position are completed and accepted via online submission only. Please visit us at www.HCPLonline.org and click on Library Jobs tab for vacancy announcement and application instructions.

Closing Date: 09/29/19