Location: Anne Arundel County Public Library  
Job Title: Assistant Branch Manager I

Responsibilities: Professional level work in providing library services including reference, readers' advisory, programming and outreach, and library instruction to the public of all ages. Work requires maintaining considerable expertise in the use of information technology including, but not limited to, databases, email, downloadable e-books, e-audio, and the internet. Acts as part of branch's management team and assists in the management of branch operations and the supervision of branch staff. May assume responsibility for branch operations as designated person in charge in absence of Branch Manager.

Requirements: Possession of a bachelor's degree and three year's work experience in a library or educational setting. One year of supervisory experience.
Special Requirement for non-MLS candidates: Completion of Library Associate Training Institute within two years following appointment; and ability to maintain eligibility by completing 90 hours of training every 5 years.

Preferred Qualifications: Master's degree in library science or master's degree in related field and one year of work experience in library or educational setting. One year of supervisory experience. Spanish language skills.
Special Requirement: Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 hours of training every 5 years.

Salary Range: $54,400 - $92,500

Application Process: Complete AACPL Employment Application Form (Refer to attachment in this announcement). Upload cover letter, resume and completed application on AACPL's Recruitment Page (https://www.aacpl.net/about/jobs). Questions may be directed to humanresources@aacpl.net. All required application materials must be received no later than 4:00 p.m., October 13, 2023.

TIMETABLE: Candidates selected for an interview will be contacted no later than October 23, 2023. Interviews will be tentatively scheduled during the week of November 6.

Closing Date: 10/13/2023