

Location: Allegany County Library System

Job Title: Coordinator of Branch Services

Responsibilities: The Coordinator of Branch Services supervises the Service Leaders and oversees and manages the delivery of services and activities of branch staff. The Coordinator of Branch Services supervises all branch operations so ACLS enriches and enhances the community through its spaces, services and partnerships. They work with Service Leaders and other departments to create and manage efficient and effective processes and workflows to carry out library functions. They work with Service Leaders and other departments to coordinate the delivery of optimum customer service and service processes. The Coordinator of Branch Services plays a pivotal role in coordinating the work of the branch staff so that events, activities, partnerships, and initiatives can be carried out and fulfill the intended goals of improving the lives of those in the communities we serve. The Coordinator of Branch Services is a vital part of the library administrative team and represents the public services staff and their perspective in strategic meetings.

Requirements: Master's Degree OR Two years of experience in fields or trade related to management, district wide supervision, and/or library management. Must be able to successfully complete Library Associate Training Program and maintain certification. Proven history of working with and coordinating varied stakeholders and the ability to craft work plans that achieve results. Proven record of supervisory experience, delegation, and oversight.

Salary Range: \$34,235 - 51,360 (35 hours/week)

Application Process: Submit a letter of interest and resume to Andrea Everett, Allegany County Library System, 31 Washington Street, Cumberland, MD 21502 or email: aeverett@alleganycountylibrary.info

Special Requests: Come join the Allegany County Library System in Mountain Maryland. We are seeking to fill our Coordinator of Branch Services position to help us deliver community focused library services. This dynamic and friendly person will lead and guide our public services staff to expand their current efforts to achieve the library's mission by engaging with our communities to learn what they need and how the library can help. Allegany County is an affordable and great place to live, work and play less than 2.5 hours from Baltimore/Washington as well as Pittsburgh. This position offers you the opportunity to use all your library and community building skills and witness the positive impact we can make. This position will be supported and energized by a creative and enthusiastic Leadership Team focused on the library system as the path to enrich and improve the community. Mountain Maryland offers 70,000 acres of majestic nature, internationally recognized bike trails, three centuries of American history, a diverse food, brewery, and winery scene, and an endless amount of outdoor adventure.

Closing Date: 8/30/2022