Location: Baltimore County Public Library

Job Title: Library Manager II

Vacancy Number: 2020-297

Responsibilities: Performs all essential librarian functions as determined by branch and system needs. This includes providing information and reader's advisory service, library merchandizing, planning and executing programs for public and staff, and maintaining a portion of the library's collection. Applies leadership skills in directing and administering Information, Programming and Circulation Services for all ages in a diverse community. Facilitates communication with and among all levels of staff and represents the library through public speaking and interviews with the media. Acts as a liaison between Library Administration and the staff, interpreting administrative priorities to library staff and seeking administrative attention and support for library concerns. Engages in long- and short-term planning and goal setting to move the library forward. Coordinates the work of the librarian and circulation departments and participates in the selection and evaluation staff. Manages staff workload in a time and cost-effective manner. Assesses and advocates for the community's wants and needs regarding library service by working collaboratively with community organizations. Oversees a building of 15,000 to 30,000 square feet, its furnishing and equipment considering safety, security, government and ADA regulations, and aesthetic issues. Makes a recommendation for improvements, upgrades, and renovations. Oversees the contractual services for security and cleaning. Determines technology equipment needs. Actively supports the values of Baltimore County Public Library. Uses excellent customer service skills with internal and external customers. Performs additional related duties in order to meet the needs of the department, library, and system. Understands and supports departmental, library and system policies and procedures. Demonstrates a commitment to continuous learning by participating in training opportunities, joining professional associations and sharing knowledge in the workplace. This includes completing job related continuing education requirements in a timely and acceptable manner. Actively supports teamwork. Exhibits effective staff relation skills. Demonstrates leadership qualities in directing and administering library services. Demonstrates BCPL's Workplace Competencies and proficiency in Core Services.

Requirements: Education, Certification and Registration: MLS from an ALA accredited school. Maryland State Department of Education Professional Librarian Certification.

Work Orientation and Experience: Comprehensive knowledge of public library operations acquired through eight years of progressively responsible work experience in a public library.

Knowledge, Skills, and Abilities: Ability to work collaboratively. Excellent customer service skills with internal and external customers. Ability to lead and develop diverse staff. Ability to analyze written, statistical and numerical data. Excellent communication skills: ability to write and speak clearly, to represent the library through public speaking and interviews with the media. Good organizational skills. Knowledge of the library's online circulation system, the BCPL HomePage, databases online searching, Microsoft Office Suite. Knowledge of the library’s collection, policies, and procedures. Ability to work independently and as a member of a team. Ability to handle multiple priorities, tasks and emergencies. Leadership, flexibility, initiative and the ability to work under pressure. Demonstrate effective written communication skills. Ability to stand at a public service desk for lengthy periods of time and move throughout the branch, the ability to bend, lift up to 25 pounds and push or pull a wheeled cart weighing up to 100 pounds. Ability to bend, kneel, crouch and stretch for extended periods of time. A commitment to excellent customer service and the ability to work with people of diverse backgrounds.

Salary Range: $71,731-$111,249
Application Process: Please apply online at www.bcpl.info.

Special Requests:
Closing Date: 10/29/2020