

Location: Caroline County Public Library

Job Title: Librarian I - Circulation & Reference Librarian

Responsibilities: Essential Functions- Provides frontline customer service at all three (3) CCPL locations; Provides detailed reference and referral services; Assists with collection maintenance, including shelving, shelf reading and weeding; Assists customers with computers and other equipment; Educates customers on library technology, resources and services; Assists with opening and closing procedures; Performs other duties as assigned.

CIRCULATION & REFERENCE MANAGER: Oversees, tracks, and resolves individual circulation-related customer issues. Oversees the day-to-day operations of circulation and reference services at the Central Library. Supervises assigned library staff, establishing and overseeing assignments and the division of work. Helps maintain a circulation procedure handbook. Helps develop and update library policies, procedures and training documentation. Processes all assigned circulation and collection reports. Oversees customer service, reference/information training. Works with administration and other managers to develop and implement department or branch goals within overall system goals. Maintains an accurate and up to date patron database. Participates on the hiring team as needed. Works with Office Manager to ensure adequate public services supplies. Assists with collection development as assigned.

Additional Functions: May contribute to library programming and/or outreach. May serve as liaison with local and state organizations. May write grants for public and nonprofit funding and seek corporate sponsorship to help fund library resources, programs and services. May assist with adult summer reading. May contribute to library programming and/or outreach.

Requirements: Minimum Requirements: Master's degree in library science from an American Library Association (ALA) accredited program. Possess a Maryland Class "C" driver's license or an equivalent from another state. Excellent written and verbal communication skills. High level of computer proficiency, including familiarity with both Mac and Windows operating systems.

Preferred Qualifications: Library experience; Supervisory experience. Familiarity with Polaris ILS. Customer service experience.

Salary Range: \$45,000 - \$50,000, Commensurate with Experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System. Relocation assistance may be available.

Application Process: Please view complete job announcement, position description, and application instructions at <https://www.carolib.org/careers-at-the-library/>

Special Requests:

Closing Date: 8/20/2022