

**Location:** Enoch Pratt Free Library

**Job Title:** Librarian Supervisor I, (Branch Manager)

**Vacancy Number:** 2022-02023

**Responsibilities:** The Neighborhood Library Services Division (NLS) of the Enoch Pratt Free Library is in search of passionate and dedicated individuals to fill the position of Librarian Supervisor I. This position will plan, administer, and supervise the delivery of services provided by a Pratt Library neighborhood branch. The ideal candidate is an experienced and effective leader who is committed to innovation and expanding public services in a large metropolitan area.

Summary of Duties-The Summary of duties listed is not exhaustive. Under the supervision of the Librarian Supervisor II (Group Supervisor), the Librarian Supervisor I: Oversees the operation of a branch library. Plans, administers, and supervises the delivery of services of a neighborhood branch. Interprets policies and procedures for branch staff and customers. Supervises and trains staff in reference skills (including use of automated databases) and in the development of services to the community. Responsible for the accuracy and maintenance of staff time records. Prepares evaluations for all branch staff members. Responsible for the development and maintenance of materials collection that address the needs and interests of the community. Consults and cooperates with various age-level specialists concerning branch materials and programs.

**Requirements:** Minimum Qualifications -A Master's degree in Library Science from an ALA accredited college or university is required. Three years successful library experience, including reference work in related or allied field(s) and in an administrative capacity. Strong supervisory experience is a must. Maryland Certification in Library Science required.

Knowledge, Skills and Abilities-A working knowledge of the literature in the subject field(s), both bibliographic and general. Knowledge of the use and operation of automated databases and systems. Ability to provide effective leadership for staff and skill in human relations. Commitment to innovative and expanding public services in a large metropolitan area. Ability to make long-range plans and carry forth the Library's objectives. Understanding of library/community relationships, with the ability to interpret and promote them to both organized and informal groups. Written and verbal communication skills.

**Salary Range:** \$70,509.00 Annually

**Application Process:** Click here to apply [Librarian Supervisor I](#)

**Special Requests:**

Closing Date: Open until filled