**Location:** Enoch Pratt Free Library

**Job Title:** Librarian II, Mobile Job Center

**Responsibilities:** The Enoch Pratt Free Library is searching for a qualified and experienced Librarian to fill a Mobile Librarian position for the State Library Resource Center (SLRC) Division. Under the direction of the Chief of SLRC, the Librarian II duties include the day-to-day management of the Mobile Job Center, a state of the art, fully accessible one stop shop where clients will complete all parts of the job search in one visit. The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department. The Librarian II oversees the supervision of the Mobile Job Center and assists with the preparation of performance management evaluations and staff development and training initiatives. The Librarian II is responsible for maintaining the Mobile Job Center's scheduling, employee records, as well as customer records. The Library's Mobile Job Center features 12 computer workstations, satellite internet access, exterior audio visual and broadcasting capabilities, leading edge workforce software, and connectivity for wireless mobile devices. The Center will travel to community agencies, malls, grocery stores, and other public areas in underserved neighborhoods where residents do not have easy access to library branches. The Mobile Job Center will also travel to Pratt library branches during non-operating hours, thus extending branch hours for patrons seeking job and career assistance. A similar plan is followed when the vehicle is off road for service. The Librarian II: Provides career information, materials, and services that support the general public, and the library community's information needs. Researches, selects, and orders materials in a variety of formats relating to general career information, employment trends, resume writing, and interviewing skills. Assists and advises Library customers and Library staff in the use of Mobile Job Center materials. Answers customer inquiries concerning career information and provides consultation services to customers conducting a career search. Develops outreach programs, workshops, and training to support customer needs. The Librarian II develops an annual budget for the Mobile Job Center and evaluates the Center's programs and performance. The Librarian II submits quarterly statistics to the Library Administration and outside funders as required describing the work of the Center.

**Requirements:** The successful candidate must possess an MLS from an ALA accredited college or university and experience in developing programs for information delivery. This position also requires three to five years of demonstrated, successful, and increasingly responsible planning, programming, and supervisory experience in a public library setting with a focus on workforce development and job and career training. Current or eligibility for MD Librarian Certification within 90 days of hire is required. **Knowledge, Skills and Abilities:** The successful candidate is expected to have excellent written and verbal communication skills and the proven ability to manage multiple priorities in a fast-paced environment. The successful candidate must have the ability to work in concert with the other Mobile Job Center staff members, Library administrative staff, the Deputy Chief and the Chief of SLRC. The Librarian II will be expected to maintain an atmosphere of confidentiality as required. Demonstrated knowledge and experience with automated systems, online job databases, Microsoft software suite, and current job and career software packages is required.

**Salary Range:** $47,604.

**Application Process:** [https://tinyurl.com/Lib-II-MJC](https://tinyurl.com/Lib-II-MJC)

**Special Requests:** Closing Date: Open until filled