

**Location:** Enoch Pratt Free Library

**Job Title:** Librarian Supervisor I

**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.

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:** 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.

**Salary Range:** \$67,771.00

**Application Process:** Click on the link to apply

**Special Requests:**

Closing Date: Open until filled