

**Location:** Harford County Public Library

**Job Title:** Branch Manager

**Responsibilities:** The Branch Manager oversees and is responsible for managing the day-to-day operations, activities, and staff of the assigned branch and is designated as a Level I due to collection size, number of branch staff and customer traffic. Ensures that branch staff adhere to HCPLs Values Statement and deliver exceptional customer service. Acts as liaison between branch staff and Administration. Meets minimum public service hours as defined by Library Administration, providing equal and free access to information, programs and education.

**Requirements:** Masters degree; MLS preferred from an ALA-accredited institution;

- \*Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire or LATI training within two years of hire;
- \*Five or more years of professional library experience, including direct information service and training of customers and staff on use of computers, databases, of which two years must be in a public library or complex customer service setting;
- \*Minimum of three years of increasingly responsible supervisory experience;
- \*Ability to work day, evening, and weekends hours;
- \*Ability to travel to branch/outside locations is required;
- \*Ability to provide documentation of valid driver's license with no more than three points;
- \*Ability to obtain and maintain a favorable criminal background report.

**Salary Range:** Undisclosed

**Application Process:** Applications for this position are completed and accepted via online submission only. Please visit us at [www.HCPLonline.org](http://www.HCPLonline.org) and click on Library Jobs tab for vacancy announcement details and application instructions.

**Special Requests:**

Closing Date: Open Until Filled