**Location:** Howard County Library System  
**Job Title:** Branch Manager

**Responsibilities:** You are the dynamic leader of a team of extraordinary people who are the heart and soul of the East Columbia Branch. You create and maintain an environment of inclusion, diversity, and respect for your staff. You embrace the opportunity to partner with nearby schools to create a fun and educational experience for youth in our beautiful children's and teens spaces. You easily build relationships with members of our community and enjoy in engaging with them to provide welcoming and supportive library experience. You enthusiastically direct, oversee, and manage the curriculum, activities, events and day-to-day Branch operations to advance our mission and to create a great space for our community to grow; You are present in community, attending events, participating in activities and forming relationships, to understand aspirations and assets and use this knowledge to inform service and programs; You lead the creation, implementation, evaluation and overall execution of all Branch functions, performance/service plan to promote community collaboration; You establish Branch culture by modeling HCLS vision, fostering positive working relationships, and encouraging creativity and camaraderie on a daily basis; You model and ensure branch services reflect our world class customer service philosophy; You motivate staff to achieve HCLS' internal pillars (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers; You lead a branch that is one of the busiest passport acceptance centers in the country; You ensure staff meets or exceeds the job performance expectations set forth in our strategic plan; You develop curriculum and teach classes; You have a thorough understanding of, and ability to perform all Branch functions, filling in as needed

**Requirements:**  
Master's degree (or Bachelor's degree and equivalent work experience)  
Minimum of five years of increasingly responsible supervisory experience managing a diverse staff  
Minimum four years professional experience in a public library, bookstore or customer service setting  
Demonstrated experience leading community engagement efforts  
Demonstrated experience and proven ability to work collegially and collaboratively with staff and community representing diverse backgrounds  
Demonstrated ability to use sound judgment and diplomacy  
Demonstrated ability to motivate people, and to lead committees, and small and large groups  
Outstanding management skills and strong team building talent  
Superior writing and public speaking ability  
Tech savvy - proficient in Microsoft Office Suite and social media  
Ability to articulate and convey HCLS' overall curriculum and vision to staff, the public, and funding authorities  
Demonstrated ability to be positive, adaptable, and forward thinking  
Demonstrated ability to develop and maintain effective, collaborative working relationships with diverse groups, including staff, the library community, government leaders and the community

**Salary Range:** $74,049 - $129,845

**Application Process:** To apply for this position, please click the link:  

**Closing Date:** Open until Filled