

Location: Harford County Public Library

Job Title: Assistant Branch Manager II - Adult Services - Abingdon Branch

Responsibilities: The Assistant Branch Manager II assists with managing the day-to-day operations, activities, and staff of the branch to ensure excellent customer service for all library customers. Meets minimum public service hours as defined by Library Administration, providing equal and free access to information, entertainment and education.

Requirements: Minimum Requirements:

- MLS degree from an ALA-accredited institution (Note: will consider applicants that will complete such program within six months from date of application.);
- Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire;
- Three or more years of related professional library experience, including direct information service and training of customers and staff on the use of computers, databases, preferably in public library;
- Two or more years of supervisory experience;
- Ability to work day, evening, and weekends hours;
- Ability to travel to branch/outside locations is required;
- 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 and click on Library Jobs tab for vacancy announcement and application instructions.

Special Requests:

Closing Date: Best consideration apply by 09/29/19