Location: Howard County Library System
Job Title: Branch Manager

Responsibilities:
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 collaborate with Branch Leadership Team and staff to ensure daily operations provide our community with the best service possible; You collaborate with managers at all levels to advance community engagement

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

Salary Range: Grade 15: Salary range: $74,049- $129,845 annually


Closing Date: 02/28/2024