

Location: Howard County Library System

Job Title: Branch Manager, Miller Branch

Responsibilities: Working under the supervision of the Chief Operating Officer - Public Services, you are the dynamic leader of a team of extraordinary people who are the heart and soul of the Miller Branch. You guide them as they get to know our diverse community, provide an extraordinary customer experience, and make the magic happen behind the scenes. You are welcoming and create a sense of belonging and fun. You earn trust by supporting and developing your staff to be the best they can be. You create and maintain an environment of inclusion, diversity, and respect for your staff. Whether working directly with customers or behind the scenes, our remarkable team is committed to education that aids in the dismantling of unjust systems and creating a more equitable and just society for all people. As such, we work to ensure that this mission achieves our racial and social equity goals in all that we do. You value collaboration on all levels. You lead the creation, implementation, evaluation and overall execution of all Branch functions, performance/service plan to promote public education. You motivate staff to achieve HCLS' seven internal pillars (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers). You develop and teach classes. You have a thorough understanding of, and ability to perform all Branch functions, filling in as needed. You oversee and participate in the Branch's role in A+ Partners in Education.

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 ability to use sound judgment and diplomacy; Demonstrated ability to motivate people, and to lead committees, and small and large groups; Team building talent; Tech savvy - proficient in Microsoft Office Suite and social media; Current valid driver's license; May be required to participate in LATI (Library Associate Training Institute).

Salary range: \$71,173- \$124,803 annually; Grade 15; Full-time; 37.5 hours per week; Monday - Saturday, days, evenings & weekends; outside hours required as emergencies occur; and a generous benefits package including 15 paid holidays and your birthday off.

Application Process: Apply from the Employment page, [Howard County Library System](#).

Special Requests:

Closing Date: Open until filled.