**Location:** Kent County Public Library  
**Job Title:** Director of Branch Services

**Responsibilities:** Plans, organizes, directs, implements, and manages all activities related to the general operation and management of branch library locations, including circulation, reference, technology assistance, collection development, programming, and facilities management. Coordinates identification and implementation of department goals and guides all department tasks and projects. Serves as a member of the Senior Team and plays a key role in the planning, evaluation, and implementation of KCPL's objectives, policies, and procedures. Thorough knowledge of: professional library methods, standards, and ethics; reference resources and practices; and reader's advisory tools and techniques; Thorough knowledge of managerial policies, practices, and controls related to the management of a branch library; Serves as a member of KCPL's senior team and works collaboratively with the executive director and other members of senior team on all aspects of library management; Regularly serves as person in charge at the branches and, as needed, at the Chestertown branch; Exercises good judgment and makes appropriate decisions as situations arise; Effectively manages department team members through clear communication about their roles and responsibilities, assigning/delegating tasks, setting work priorities, and providing support, motivation, and guidance to encourage growth; Simultaneously manages a variety of projects, including routine department projects, short and long term projects, committee projects, and special initiatives.

**Qualifications:**  
Non-Librarian Supervisor Pay Range  
Associate's degree or two years of education beyond high school required; Bachelor's degree preferred; NOTE: an additional 2 years of progressively responsible work experience in a public library may reduce the education requirement  
Maryland Associate Training Institute (LATI) certification or ability to enter the LATI program within 6 months of hire preferred  
1 year library experience, including direct public/customer service, required; 3 years progressively responsible library work preferred  
1 year supervisory/leadership experience required; 3 years supervisory experience preferred  

Librarian Supervisor Pay Range  
MLS/MLIS from ALA-accredited school required  
Maryland Public Librarian Certificate or ability to acquire within three months of hire required NOTE: current MLS/MLIS students with ability to obtain Public Librarian Certificate within 2 years of hire may be considered for hire at Supervisor (non-librarian) payscale with continued employment and increase to Supervisor (librarian) payscale contingent on successful completion of degree  
1 year library experience, including direct public/customer service, required; 3 years progressively responsible library work preferred  
1 year supervisory/leadership experience required; 3 years supervisory experience preferred  

**Salary Range:** $18.00-$21.50 per hour - Supervisor (non-librarian) payscale; $22.00-$25.00 per hour - Supervisor (librarian) pay scale; Comprehensive benefits package  

**Application Process:** Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery. Attention: Executive Director Arnessa Dowell adowell@kentlib.org

**Closing Date:** 22 February 2024