**Location:** Montgomery County Public Libraries  
**Job Title:** Warehouse Assistant Supervisor

**Responsibilities:** This position is responsible for supervising the day-to-day operations of Libraries' Collection Management Warehouse, including:
- Supervising a Supply Technician and Driver/Clerks who receive, open, and verify deliveries of new library materials to the warehouse loading docks, totaling more than 250,000 new items per year.
- Supervising a team of sorters who sort materials for distribution between library branches to fulfill customer materials requests and to return materials to their owning branch library.
- Supervise and coordinate the work and schedules of a team of Driver/Clerks who conduct inter-branch deliveries of library materials to and from all 22 MCPL branch locations.
- Supervise and ensure proper receipt of new materials in Libraries' Integrated Library System (ILS).
- Coordinate the maintenance of Libraries' fleet of delivery vehicles (4 non-CDL trucks and a cargo van).
- Responsible for maintenance of the warehouse facility itself.
- Ensure sufficient staffing for all above activities and schedule substitutes as necessary to ensure the success of library warehouse operations and prevent backlogs that might negatively impact public library service.
- This position maintains records of shipments received at the warehouse; and works with the management team to initiate claims for damaged merchandise. Regularly inspects warehouse areas to ensure clean and safe working conditions are maintained and ensure compliance with warehouse operations and security procedures.

**Requirements:**
- **Education:** Completion of high school or High School certificate of completion recognized in the State of Maryland or GED.
- **Experience:** Three (3) years’ experience in performing and leading others in general warehouse duties involving the receipt, movement, storage and preparation for delivery of merchandise or three (3) years of relevant support work in a library or other similar setting, one (1) year of which must have been comparable to a Library Assistant II, or a combination thereof totaling 3 years of relevant experience.
- **Equivalency:** An equivalent combination of education and experience may be substituted.
- **Licensure:** Possession and maintenance at all times of a valid Driver's License.

**Salary Range:**
- Minimum Salary $61,041; Maximum Salary $96,806

**Application Process:** Please apply at this link - https://mcpl.link/Warehouse-Assistant-Supervisor

**Closing Date:** Open Until Filled