

**Location:** Montgomery County Public Libraries

**Job Title:** Senior Librarian/Branch Supervisor

**Vacancy Number:** IRC57349

**Responsibilities:** Promotes and supports MCPL's Diversity, Equity and Inclusion values with staff and customers. Centers the experiences of people and communities who are most affected by structural inequities when engaging in programming, partnerships, and information services work. Managing a branch collection. Ensures delivery of excellent customer service by guiding staff and implementing policies and solving problems. Serves as a member of a branch management team, participating in planning and organizing the work of the branch. Leads or assists in leading the day-to-day operations of a library branch. Serves as an on-site manager or assistant manager, supervising, training, evaluating as well as coaching and mentoring staff. Develops, provides, and evaluates training to a diverse staff, throughout the department. Responds directly to customer concerns, suggestions, and complaints. Serves on workgroups and committees designed to encourage communication and problem solving across all levels of the organization.

**Requirements:** Experience: Four (4) years of professional library experience.

Education: Master's degree in Library Science or Library Information Science from a college or university accredited by the American Library Association.

Equivalency: None.

License: Employees will be responsible for maintaining appropriate level of contact hours to sustain State licensure requirements for this position.

Note: There will be no substitutions for this section.

Preferred Criteria The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas: Leading diverse teams, coaching and/or supervising personnel, including providing input to or creating performance evaluations and staff schedules. Developing, conducting, and evaluating staff training and planning and/or leading meetings. Providing customer service and resolving complex customer service issues in a library setting; being person in charge in absence of a manager or supervisor. Managing a project or similar assignment.

**Salary Range:** Minimum Salary: \$68,840. Maximum Salary:\$113,091

**Application Process:** Information at this link: [-Job Details \(montgomerycountymd.gov\)](https://montgomerycountymd.gov)

**Special Requests:**

Closing Date: March 14, 2023