Location: Prince George's County Memorial Library System (PGCMLS)

Job Title: Branch Manager (3 Positions)

Responsibilities: Prince George's County Memorial Library System (PGCMLS) is seeking Branch Managers to oversee daily operations at the Bowie, Hyattsville, and Oxon Hill branch locations. As a Branch Manager, you will:
- Oversee daily operations of the library branch (projects and initiatives, branch procedures, administrative tasks, Sunday Service, computer lab, special collections, etc.).
- Supervise library branch staff; monitor and evaluate job performance; oversee staff training and development, as needed.
- Oversee library information and circulation services desk.
- Collaborate with Talent and Culture on the issues of hiring, discharge, suspension, disciplinary action, performance evaluations, and the grievance process.
- Provide reference, reader's advisory, and computer assistance to library customers and provide instruction on the use of library catalog and databases.

Please visit www.pgcmls.info to view the full job listing.

Requirements: Master of Library Science degree from an American Library Association (ALA) accredited program. Maryland Professional Public Librarian certificate within six-months of hire. Three to five years of professional library experience to include three years of supervisory experience. Knowledge of supervisory principles, practices, and methods. Experience working in a labor/management environment highly preferred. Knowledge of current trends and developments in the field of public library services, customer service, technology, information services, adult services, youth services, as assigned.

Salary Range: $76,426. - $81,000. Salary is competitive based on experience. Earn an additional rate for bilingual skills.

Application Process: Apply online at www.pgcmls.info or use this URL: PGCMLS-Branch Manager

Special Requests: Candidates for the Hyattsville Branch must have bilingual fluency in English and Spanish.

Closing Date: Open until filled.