

Kent County Public Library

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Director of Branch Services
FLSA CLASSIFICATION:	Non Exempt
SUPERVISED BY:	Executive Director
HOURS OF DUTY:	40 hours per week As scheduled, with Saturday and evening hours as needed.
SALARY:	<p>\$18.00-\$19.00 per hour - Supervisor (non-librarian) payscale \$22.00 per hour - Supervisor (librarian) payscale <i>Starting salary is at non-librarian rate. With MLS/MLIS at hire or degree completion within first 6-months of employment, salary will increase to librarian rate after successful completion of probationary period.</i></p> <p>Comprehensive benefits package includes: health insurance with 100% premium coverage after 6 month probationary period; paid annual, sick, and personal leave; participation in state pension system; educational assistance for qualified programs; paid staff development opportunities.</p>
GENERAL SUMMARY:	<p>Plans, organizes, directs, implements, and manages all activities related to the general operation and management of North County and Rock Hall branches, including circulation, reference, technology assistance, collection development, programming, and facilities management.</p> <p>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.</p> <p>Regularly works at North County and Rock Hall branches, but must be able to travel to and work at all KCPL locations, as well as offsite locations. During initial training period, will work regularly at Chestertown branch.</p>
QUALIFICATIONS:	<p>Associate's degree or two years of education beyond high school required; Bachelor's degree preferred. An additional 2 years of progressively responsible work experience in a public library may reduce the education requirement. Supervisory/leadership experience and library experience required. Maryland Associate Training Institute (LATI) certification or ability to enter the LATI program within 6 months of hire preferred.</p>

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SUBMISSION: 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

DEADLINE: **Applications accepted until position is filled.** Applications will be reviewed every two weeks.