



ASSISTANT BRANCH MANAGER I – Havre de Grace

Full-time (37.5 hours per week), Exempt

Vacancy #18- 20

APPLICATION PERIOD:	Posted: February 14, 2018; for Best Consideration Apply By: March 12, 2018 (open until filled)
COMPENSATION:	Starting salary: Commensurate with experience; Grade 11. Comprehensive benefits package includes paid leave, health/dental/vision/drug program, deferred compensation program, pension program and other voluntary benefits.
ABOUT HCPL:	Harford County Public Library provides progressive and innovative library service and is an integral part of the economic, educational and social fabric of Harford County. The Library is a 3-time recipient of the of <i>The Daily Record's Innovator of the Year Award</i> and a 7-time <i>Library Journal Star Library</i> . HCPL has eleven branches, one administrative office and two outreach vehicles serving over 181,000 registered borrowers of all ages and has an annual circulation of over 3.8 million. Harford County Public Library is committed to connecting people with information and promoting the love of reading within the community.
NATURE OF WORK:	Responsible for assisting with managing the operations, activities, and staff of the branch; directly supervises hourly reference staff, including reference substitutes, custodial staff and volunteers as assigned; oversees the training of reference staff; provides reference, collection and reader's advisory services to the public in all service areas; works on reference desk as required. Performs other duties as assigned. Meets minimum public service hours as defined by Library Administration.
REQUIREMENTS:	<ul style="list-style-type: none">• Masters of Library Science degree or other Master's degree in an approved library related curriculum from ALA accredited institution. Note: Will consider applicants that will complete MLS program within six months from date of application.• Ability to obtain State of Maryland Certification as a Professional Librarian within six months from hire.• 2 years reference work including direct information service and training customers and staff on use of computers & databases and downloading digital library materials to a personal device, preferably in a public library setting.• Experience in programs, outreach and services for all age groups.• Some supervisory experience.• Ability to work well with people both in the library, as well as with school and other outside agencies and organizations.• Ability to work a variety of day, evening, and weekend hours.
HOW TO APPLY:	Applications for this position are completed and accepted via online submission only. PLEASE NOTE: The application cannot be saved and returned to at a later time. The application must be completed in its entirety prior to submitting. A resume is required for this position; however, a resume will not be accepted in lieu of the online employment application. Do not state "refer to resume" on the application. Please click on the link below to complete the application for this position: https://workforcenow.adp.com/jobs/apply/posting.html?client=harcoupubl&jobId=236101&lang=en_US&source=CC3
OPEN TO:	Public and Staff.

Harford County Public Library is committed to diversity in the workplace and is an Equal Opportunity Employer. The Library's policy is to treat all applicants equally without regard to race, color, religion, age, sex, national or ancestral origin, marital status, veteran's status, sexual orientation, or disability in accordance with applicable laws. If you need assistance with any aspect of the application process, please contact the Human Resources Department (410-273-5600).