



## BRANCH MANAGER I – HAVRE DE GRACE

Full-time (37.5 hours per week), Exempt  
Vacancy # 18-18

<b>APPLICATION PERIOD:</b>	<b>Posted:</b> December 6, 2017; for <b>Best Consideration Apply By</b> – January 12, 2018 (open until filled)
<b>COMPENSATION:</b>	Starting salary: Commensurate with experience; Grade 13. Comprehensive benefits package includes paid leave, health/dental/vision/drug program, deferred compensation program, pension program and other voluntary benefits.
<b>ABOUT HCPL:</b>	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 The Daily Record's Innovator of the Year Award and a 7-time Library Journal Star Library. 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.
<b>NATURE OF WORK:</b>	Responsible for assisting with managing the operations, activities, and staff of the branch; directly supervises hourly reference staff, including reference substitutes 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.
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Master's degree, MLS preferred and a minimum of five years of increasingly responsible supervisory experience.</li><li>• Minimum of four years of professional experience in a public library or complex customer service setting.</li><li>• Ability to obtain State of Maryland certification as a professional librarian within six months of hire or LATI training within two years of hire.</li><li>• Ability to work day, evening, and weekends hours.</li><li>• Current valid driver's license.</li></ul> <p><b>APPLICANTS WHO MEET MINIMUM QUALIFICATIONS WILL BE FURTHER REVIEWED ON:</b> Excellent written communication skills to include writing letters, memos, reports, and calculate statistical data; Excellent interpersonal skills to handle problems and confidential information; ability to deal effectively with all ages groups; Ability to communicate effectively with customers and staff, including negotiation skills and explaining policies and procedures; Good organizational and planning skills.</p>
<b>HOW TO APPLY:</b>	Applications for this position are completed and accepted via online submission only. <b>PLEASE NOTE:</b> The application cannot be saved and returned to at a later time. The application must be completed in its entirety prior to submitting. <b>A resume is required for this position; however, a resume will not be accepted in lieu of the online employment application.</b> Do not state "refer to resume" on the application. Please hold Ctrl key and click on the link below to complete the application for this position: <a href="https://workforcenow.adp.com/jobs/apply/posting.html?client=harcoupubl&amp;jobId=228043&amp;lang=en_US&amp;source=CC3">https://workforcenow.adp.com/jobs/apply/posting.html?client=harcoupubl&amp;jobId=228043&amp;lang=en_US&amp;source=CC3</a>
<b>OPEN TO:</b>	<b>Public and Staff</b>

**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).