

Allegany County Library System
31 Washington Street
Cumberland, MD 21502
301-777-1200

VACANCY ANNOUNCEMENT

POSITION:

Coordinator of Branch Services

INTRODUCTION:

Come join the Allegany County Library System in Mountain Maryland. We are seeking to fill our Coordinator of Branch Services position to help us deliver community focused library services. This dynamic and friendly person will lead and guide our public services staff to expand their current efforts to achieve the library's mission by engaging with our communities to learn what they need and how the library can help. Allegany County is an affordable and great place to live, work and play less than 2.5 hours from Baltimore/Washington as well as Pittsburgh. This position offers you the opportunity to use all your library and community building skills and witness the positive impact we can make. This position will be supported and energized by a creative and enthusiastic Leadership Team focused on the library system as the path to enrich and improve the community. Mountain Maryland offers 70,000 acres of majestic nature, internationally recognized bike trails, three centuries of American history, a diverse food, brewery, and winery scene, and an endless amount of outdoor adventure.

SALARY RANGE:

Grade 8, Salary Range; \$18.81 - \$28.22 per hour
(\$34,234-51,360 per year)

NATURE OF WORK:

The Coordinator of Branch Services supervises the Service Leaders and oversees and manages the delivery of services and activities of branch staff. The Coordinator of Branch Services supervises all branch operations so ACLS enriches and enhances the community through its spaces, services and partnerships. They work with Service Leaders and other departments to create and manage efficient and effective processes and workflows to carry out library functions. They work with Service Leaders and other departments to coordinate the delivery of optimum customer service and service processes. The Coordinator of Branch Services plays a pivotal role in coordinating the work of the branch staff so that events, activities, partnerships, and initiatives can be carried out and fulfill the intended goals of improving the lives of those in the communities we serve. The Coordinator of Branch Services is a vital part of the library administrative team and represents the public services staff and their perspective in strategic meetings.

REQUIRED SKILLS AND ABILITIES:

Must be able to communicate effectively with various stakeholders. Must be flexible with ability to form ad hoc teams to carry out the projects and work of the library. Must be able to coordinate various stakeholders to craft work plans that achieve results. Requires a proven record of supervisory experience, delegation, and oversight. Ability to learn the general rules and regulations of the library systems. Ability to make decisions in accordance with library policies and procedures. Experience with computers and other common office equipment

MINIMUM QUALIFICATIONS:

Master's Degree OR Two years of experience in fields or trade related to management, district wide supervision, and/or library management. Must be able to successfully complete Library Associate Training Program and maintain certification. Proven history of working with and coordinating varied stakeholders and the ability to craft work plans that achieve results. Proven record of supervisory experience, delegation, and oversight..

CONDITIONS OF EMPLOYMENT:

Physical capability to effectively use and operate various items and equipment related to successful performance of job. Significant standing, walking, moving, carrying, bending, reaching and handling, pushing, and pulling. Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs); and extensive use of a computer terminal. Ability to work with limited supervision. Ability to maintain composure in stressful work situations. Possession of a valid Driver's License. This position will require the employee to work in multiple locations.

APPLICATION DEADLINE:

November 14, 2022

HOW TO APPLY:

Submit a letter of interest and resume to Andrea Everett, Allegany County Library System, 31 Washington Street, Cumberland, MD 21502 or email: aeverett@alleganycountylibrary.info

Allegany County Library System is an equal opportunity/affirmative action employer.