

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

VACANCY ANNOUNCEMENT

POSITION: Service Leader

WORK LOCATION: Washington Street Library

SALARY RANGE: Service Leader: Grade 7, \$17.43 - \$26.14 per hour, 35 hours per week.

NATURE OF WORK: The Service Leader is responsible for the operations, scheduling, and maintenance of a library facility for ACLS and is a pivotal role in the success of the branch and the library system. The Service Leader is responsible for combining library staff, collections, technology, policies, partnerships, and facilities together to engage, improve, and enhance the community. The Service Leader assigns duties and responsibilities to staff so that the collections, technology, policies, and facilities are maintained, appealing, and are welcoming. The Service Leader works with staff so that they can succeed at their jobs through coaching, training, and supervision. The Service Leader is the lynchpin in delivering customer service in accordance with library procedures and policies. They maintain operational readiness by scheduling staff, collecting and submitting data and statistics, and submitting maintenance, supply, and other purchase requests. The Service Leader works with the Coordinator of Events and Programs, Coordinator of Branch Services, and branch staff to shape and propose new events and services that would benefit the community. They cultivate and take advantage of opportunities with community partners to engage and serve the community.

REQUIRED SKILLS AND ABILITIES: Provides honest and useful feedback to coworkers to improve the performance and actions of the library and library staff. Must inherently be disposed to try new things and ideas. Must have a desire to promote the materials and services of the library. Must be flexible, attentive to detail, and be willing to work with a diverse public and staff. Must demonstrate regular willingness to use standard office communications tools to coordinate library work. Regularly exercise initiative and independent judgment. Must be able to successfully work toward ACLS goals and coordinate work on multiple priorities in a busy environment.

MINIMUM QUALIFICATIONS: Bachelor's degree or equivalent education of experience. Must achieve and maintain LATI certification. Reliable means to travel to varied work locations required.

CONDITIONS OF EMPLOYMENT: Regular evening and weekend work required. Physical capability to effectively use and operate various library equipment related to successful job performance. Significant standing, walking, carrying, bending, reaching and handling, pushing and pulling. Requires physical agility and strength to bend, reach, lift, and carry (up to 25 lbs) over 60% of the time; and extensive use of a computer terminal. Ability to work with limited supervision. Ability to maintain composure in a work environment serving the public. Overtime may be required. Ability to successfully attend meetings at various library facilities and driving record will be evaluated as a condition of using library vehicles and employment.

APPLICATION DEADLINE: Friday November 11th, 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.