



JOB OPPORTUNITY

Branch Manager I, Calvert Library Twin Beaches Branch

Chesapeake Beach, MD

At Calvert Library, staff have the opportunity to empower individuals by facilitating lifelong learning and to strengthen the community by encouraging connections to fellow community members and the world. We seek an enthusiastic, open-minded, intrinsically-motivated individual who works well independently and collaboratively. Calvert Library circulates over a million items annually and provides exceptional customer service at its 4 locations, and via 2 mobile library vehicles. We have an extensive network of community partners including Calvert County Public Schools. Construction is slated to begin in Fall 2021 for an 18,000 SF replacement facility in North Beach, MD. That location is expected to open in Spring of 2023. If you embody Calvert Library's [values](#) and are passionate about the power of public libraries to transform communities, consider joining Calvert Library as the full-time **Branch Manager** of our Twin Beaches Branch.

Key Responsibilities

- Under the general direction of the Director, manages day-to-day branch operations including reference, circulation, and children's departments as well as classes and events.
- Serves as a leader in gaining commitment for Calvert Library's strategic plan, implementing changes in library service, and communicating a shared vision for exceptional customer experiences.
- Builds and maintains effective work relations with staff, customers, administration, and the community.
- Responsible for supervising, coaching, training, and performance planning of assistant branch manager and branch staff.
- Creates a work environment that fosters continuous improvement, encourages risk-taking and learning from mistakes and values teamwork. Demonstrates a commitment to guiding staff in their professional growth
- Engages in direct public service and develops and maintains a thorough understanding of Calvert Library policies and quality standards; suggests changes to policy as needed.
- Empowers staff to have consistently excellent customer interactions.
- Uses management and technology skills to improve branch efficiency and effectiveness in the delivery of services.
- Handles security issues and emergency situations.
- Monitors the use of library services and branch spaces and makes recommendations for changes and new services.
- Actively participates in Management teams and promotes the Library in the community.

Job Requirements

- MLS from an ALA accredited school or Bachelor's Degree and four years of library-related experience with two years in a public library.
- A commitment to excellent customer service and the desire and ability to work with people of diverse backgrounds.
- Experience using various technologies including , online databases, E-books, and Microsoft applications
- Ability to establish and maintain respectful relationships with customers, co-workers and community groups.
- Ability to handle multiple priorities and emergencies in a fast paced environment.
- Possesses strong verbal and written communication skills and demonstrates flexibility, initiative and creativity.
- Willingness and ability to travel locally and regionally and work a variable schedule including nights, weekends and some telework.
- Must pass a post-offer criminal background check.

We offer an excellent benefit package that includes 15-24 days of vacation depending on degree status, 3 weeks of sick leave and 3 days of personal leave, competitive health, dental and vision benefits, MD Retirement Plan, and related benefits. Annual starting salary range: \$54,400 - \$68,050, depending on education and experience. We encourage applicants from underrepresented groups to apply. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

To apply:

Complete application available [online](#) must be received by: **midnight on June 29, 2021. Interviews will be held on July 12 and candidates selected for an interview will be notified by COB on July 8.**