

## **Branch Library Services Coordinator**

### **Description**

The Washington County Free Library (WCFL) seeks an organized and flexible librarian who will bring energy, enthusiasm, and strong management skills to lead a Branch Library Services department dedicated to serving the Washington County communities outside of Hagerstown. This position supervises and administers the department, including providing coverage at various locations as needed, while supporting the library's mission and strategic plan; work is performed with considerable independent judgment and initiative. A commitment to public service to diverse groups of people is required, along with strong administrative and problem-solving skills. The successful candidate must also have an understanding of a public library's needs and priorities on a system level, and a commitment to working with other department heads and Administration to meet those needs on a continuing basis. Additionally, the position requires a willingness and ability to travel regularly throughout Washington County and work a flexible schedule when needed.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

**Location:** Based at the Fletcher Branch of the Washington County Free Library, but will be frequently traveling to other branches.

**Hours:** Full-time; 37.5 hours per week. Normal Monday-Friday schedule, but varied days and hours during WCFL's regular operating schedule are possible; position subject to system-wide reassignment.

**Salary ranges:** Anticipated hiring rate will be \$28.29/hour (Librarian II) or \$23.88 (temporary Library Associate II).

### **Essential Functions**

This list is representative and does not include all the duties this position entails:

- Administers and supervises the Branch Library Services Department, which is responsible for providing library services to Washington County communities outside of Hagerstown.
- Formulates targeted goals and objectives for the department and oversees their implementation.
- Provides initial onboarding training to all new Branch Library Services employees.
- Assists in troubleshooting various facility issues at the assigned branch libraries.

- Coordinates, monitors, and approves programming at the branch libraries; ensures that programming meets the objectives of the Strategic Plan, the direction set by the Director of Public Services, and is cohesive with other system-wide programming.
- May performs routine circulation and customer service tasks, including, but not limited to, checking materials in and out, providing assistance with accessing, locating, and requesting materials, performing general reader's advisory, basic reference assistance, and technology assistance.
- May conduct planned programming in the absence of branch staff.
- Conducts branch library tours for new staff system wide.
- Assists the Head of Collection Management with the evaluation and assessment of collection needs by community; makes specific recommendations for adjustments by library branch and collection.
- Coordinates the maintenance and inventory of branch library collections under the direction of, and in cooperation with, the Head of Collection Management; coordinates and participates in weeding at various branches as needed under the direction of the Head of Collection Management.
- Formulates, prepares, and submits a departmental budget and tracks departmental spending across all areas to ensure budgetary compliance and best practices.
- Ensures that a defined list of departmental statistics is collected, compiled, and recorded on a daily, weekly, or monthly basis as directed, and analyzes collected data to make recommendations and/or adjustments to services.
- Travels to branch libraries throughout Washington County, both on a regular rotation and as needed.

## **Skills, and Abilities**

- Thorough knowledge of modern principles and practices of librarianship and administrative management.
- Working knowledge of public library practices and procedures.
- Knowledge and skills necessary to supervise, guide, evaluate, and train assigned staff, and communicate with library staff on all levels.
- Ability to effectively plan, organize work, determine priorities, multi-task, make decisions, and complete assigned duties with minimal supervision.
- Ability to demonstrate flexibility, positive attitude, and good judgment.
- Strong customer services skills, a commitment to public service, and the ability to effectively and creatively solve problems, including the ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to work independently, as well as with others, and be patient with patrons and staff.
- Proficiency in operating relevant computer systems and the flexibility to adapt to new technologies; systems include, but are not limited to, the library's Integrated Library System (ILS), the Online Public Access Catalog (OPAC), the Internet, and any new emerging library technologies.
- Ability to conduct planned age-appropriate programs, events, and activities as needed and with little preparation.

- Ability to evaluate community needs, interests, and expectations as these relate to the programming and other community needs, and to adjust library services as needed.

## **Qualifications & Requirements:**

### **Education and Work Experience Requirements for Librarian II:**

Possession of a Master's Degree in Library and Information Science from an American Library Association accredited program and experience in professional library work, including supervisory/management experience.

Progressive relevant experience in public libraries at a librarian level sufficient to meet the requirements of the position, including supervisory experience.

A valid driver's license and a willingness and ability to travel regularly within Washington County is required.

Must be eligible for Maryland Public Librarian Certification.

### **Education and Work Experience Requirements for Library Associate II (temporary appointment):**

Bachelor's Degree from a recognized college or university.

Willingness and ability to obtain a Master's Degree in Library and Information Science from an American Library Association accredited program within three years of hire. Position will transition to a permanent Librarian II position upon successful completion of degree.

Five years of management and/or supervisory experience in a relevant or transferable field.

Minimum three years of customer service work experience in a library or working directly with the public in retail, education, community or public relations, or any high traffic customer service setting.

Minimum of one year of recent (within last five years) library work experience preferred.

A valid driver's license and a willingness and ability to travel regularly within Washington County is required.

## **TOTAL COMPENSATION PACKAGE:**

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a full-time, benefited Washington County Free Library employee:

- 15-25 days of annual Vacation Leave, based on years of service.
- 6 paid Personal Days per year.
- 8 hours of Sick Leave per month, unlimited annual carryover.
- 14 paid holidays.

- Paid Parental Leave (6 weeks paid, 6 weeks unpaid).
- Comprehensive Health Insurance Plan, including medical, dental, vision, and prescription coverage.
- Library paid Life Insurance benefit.
- Library paid Accidental Death and Dismemberment Insurance.
- Library paid Short-Term Disability Insurance.
- Library paid Long-Term Insurance.
- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
  - Vested after 10 years of service.
  - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Tuition Reimbursement Program for select degrees.
- Ability to purchase books and media for personal use at a discounted rate.

**To apply:** Email completed employment application and resume to [Admhr@washcolibrary.org](mailto:Admhr@washcolibrary.org). Application can be downloaded at <https://www.washcolibrary.org/>. Position open until filled; first consideration will be given to applications received by close of business on August 30, 2024.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.