Kent County Public Library
EMPLOYMENT OPPORTUNITY

JOB TITLE: Director of Branch Services

FLSA CLASSIFICATION: Non Exempt

SUPERVISED BY: Executive Director

HOURS OF DUTY: 40 hours per week
As scheduled, with Saturday and evening hours as needed.

SALARY: $18.00-$19.00 per hour - Supervisor (non-librarian) payscale
$22.00 per hour - Supervisor (librarian) payscale
Starting salary is at non-librarian rate. With MLS/MLIS at hire or
degree completion within first 6-months of employment, salary
will increase to librarian rate after successful completion of
probationary period.
Comprehensive benefits package includes: health insurance with
100% premium coverage after 6 month probationary period; paid
annual, sick, and personal leave; participation in state pension
system; educational assistance for qualified programs; paid staff
development opportunities.

GENERAL SUMMARY: Plans, organizes, directs, implements, and manages all activities
related to the general operation and management of North
County and Rock Hall branches, including circulation, reference,
technology assistance, collection development, programming, and
facilities management.

Coordinates identification and implementation of department
goals and guides all department tasks and projects. Serves as a
member of the Senior Team and plays a key role in the planning,
evaluation, and implementation of KCPL's objectives, policies, and
procedures.

Regularly works at North County and Rock Hall branches, but must
be able to travel to and work at all KCPL locations, as well as
offsite locations. During initial training period, will work regularly
at Chestertown branch.

QUALIFICATIONS: Associate's degree or two years of education beyond high school
required; Bachelor’s degree preferred. An additional 2 years of
progressively responsible work experience in a public library may
reduce the education requirement. Supervisory/leadership
experience and library experience required. Maryland Associate
Training Institute (LATI) certification or ability to enter the LATI
program within 6 months of hire preferred.
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SUBMISSION: Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery.

Attention: Executive Director Arnessa Dowell
adowell@kentlib.org

DEADLINE: Applications accepted until position is filled. Applications will be reviewed every two weeks.