



Title: BRANCH MANAGER

Grade: - 12

FLSA: Exempt

Date: 02/01/2026

Salary Range: \$63,000 - \$68,000

Reports to: Assistant Director, Head of Public Services

Job Summary: Manages the daily operation of the library; provides customer service and assistance to patrons; oversees maintenance, staff and volunteer supervision, program and outreach coordination, and the development of the library collection; records library statistics and prepares budget requests; generates monthly, quarterly, and annual reports; handles incident reporting; performs other duties as assigned.

Essential Functions:

1. Responsible for the coordination of all library services and programs in the assigned branch.
2. Oversee maintenance activities, including facility upkeep and security.
3. Directly or indirectly manages all staff, including hiring, training, evaluating, and disciplinary actions.
4. Schedules staff to ensure adequate coverage for the branch during all open hours;
5. Coordinates and may present library programs
6. Oversee the development of the branches' library collection, including ordering materials;
7. Assists at the circulation and information desk and answers reference and information questions in person, by phone, and by email.
8. Evaluates and refines library resources.
9. Creates and distributes informational materials to promote the use of library services.
10. Provides formal and informal instruction regarding the use of the library systems for patrons and staff.
11. Provides staff and volunteer-oriented development, training, and coaching opportunities.
12. Establishes and oversees assignments and the division of work among library staff
13. Coordinates internal and contract event planning.
14. Manages the Branch budget and records statistical information.
15. Records and generates monthly, quarterly, and annual reports.
16. Fills in for all branch tasks as needed.
17. Performs other duties as assigned.

18. **Required for Mobile Library and Outreach Manager:** Coordinates programming, outreach, and information between the library and local community organizations and educational institutions.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of established library practices and procedures, including collection development, outreach coordination, program development, and presentation.
 2. Ability to supervise, manage, and provide guidance to other staff members.
 3. Strong communication, organization, and problem-solving skills.
 4. Strong time management and multi-tasking abilities.
 5. Ability to use independent judgment to develop and implement ideas.
 6. Ability to operate relevant computer systems, including hardware and software, such as the ILS, Microsoft Office, Google Suite, provided electronic databases, and other office equipment and security systems.
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Education and Experience:

1. BA/BS degree.
2. LATI Certification.
3. MLS preferred.
4. One to three years of experience.
5. Specialized Licenses: **Required for Mobile Library and Outreach Manager:** Must possess a valid CDL Class B, Maryland Driver's License and a submit a copy of DMV driving record.

Physical and Environmental Conditions:

Work is conducted in a normal office environment with comfortable lighting, temperature, and air conditioning. The position may require walking and standing for extended periods, as well as moderate lifting, such as three to four reams of paper, four to five books, or other materials weighing approximately 20–40 pounds.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls, observance of fire regulations and traffic signals.

Benefits Package: Salary is based on experience.

- **Benefits Package**
- We offer a comprehensive benefits package designed to support the health, financial security, and work–life balance of our employees. Eligible employees may receive:
 - Medical, dental, and vision insurance

- Participation in Maryland State Retirement plan
- Accumulative Paid time off for vacation and sick leave.
- 2 personal leave days per year
- Holidays
- Life insurance and long-term disability coverage
- Employee assistance program (EAP)
- Professional development and training opportunities
- Eligible employees may receive up to 8 weeks of paid maternity leave

To apply: Please send cover letter, salary requirements, application (off of website), 3 professional references and resume to personnel@wicomico.org. You may also mail to WPL Attn: Personnel, 122 S. Division Street, Salisbury, MD 21801. Interviews will be conducted on a first come, first serve basis.

Close date to accept applications: **March 6, 2026**

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.