

## **Head of Bookmobile and Outreach Services**

### **Description**

The Washington County Free Library (WCFL) seeks an organized and enthusiastic manager, who will bring creativity, energy, and strong administrative and management skills to lead a Bookmobile and Outreach Services department dedicated to serving Hagerstown and Washington County. This position supervises, administers, and performs all aspects of the Bookmobile and Outreach Services Department 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 for diverse groups of people throughout Washington County is required, along with strong administrative and management skills. Experience with children is a plus, but is not required. This position may also help out with general outreach, as needed. Current CDL license or willingness and ability to obtain one within six months of hire is required

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 traveling throughout Washington County approximately 75% of the time.

**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 \$23.88/hour.

### **Essential Functions**

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

- Administers and supervises the Bookmobile and Outreach Services Department, which is responsible for mobile library services throughout Washington County.
- Formulates targeted goals and objectives for the department and oversees their implementation.
- Operates and inspects the Bookmobile(s) as needed; ensures and/or performs proper maintenance.
- Performs routine circulation 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; and excellent customer service.

- Loads and unloads the Bookmobile(s) with incoming and outgoing materials, both at the Fletcher Branch and at scheduled Bookmobile stops.
- Responsible for the planning and implementation of ongoing mobile programming throughout the year.
- 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.

### **Skills, and Abilities**

- Possess strong verbal and interpersonal communication skills, with the ability to work effectively with diverse groups of people, and the capability to organize and manage multiple tasks.
- 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.
- Strong attention to detail and excellent communication skills.
- Ability to exercise independent judgement and the ability to organize, plan, and execute work and to set and reach goals with minimal direct supervision.
- Willingness and ability to be flexible in moving from task to task as required.
- Ability to juggle multiple things at once and prioritize accordingly.
- Ability to work in an environment with multiple distractions.
- Skill and experience in problem-solving and ability to think outside the box.
- Willingness to learn and adapt to changes.

### **Qualifications & Requirements:**

Bachelor's Degree from a recognized college or university and completion of Library Associate Training Institute (LATI) certification within two years.

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

Minimum two years of customer service work experience in a library or working directly with the public in retail, education, community or public relations, nonprofits, or any high traffic customer service setting; experience with public library programming is preferred.

Possess strong verbal and interpersonal communication skills, with the ability to work effectively with diverse groups of people, and the capability to organize and manage multiple tasks.

Current CDL license or willingness and ability to obtain one within six months of hire is required, along with an acceptable driving record; experience driving large vehicles is preferred.

Willingness to travel (usually within the county), approximately 75% of the time.

Bilingual in English and a second language preferred.

## **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.

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.