

POSITION: Library Supervisor I
Regional Information Center

SALARY: \$62,000 / Year

DESCRIPTION: The Enoch Pratt Free Library/State Library Resource Center, a free public library system that serves the citizens of Baltimore and the State of Maryland is seeking a seasoned, professional Library Supervisor to work at an offsite location in the offices of The Baltimore Metropolitan Council. The Library Supervisor I will work under the direction and supervision of the State Library Resource Center Chief and the Executive Director of the Baltimore Metropolitan Council.

The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit planning entity in the Baltimore Region. The organization's primary function is to support the Baltimore Regional Transportation Board (BRTB) and its regional transportation planning activities. The Library Supervisor will work as an information resource for the staff of BMC as well as the general public. *A significant part of this position's responsibilities is serving as BMC's webmaster.*

The Library Supervisor position requires the ability to efficiently communicate both written and verbal information, effectively identify and manage competing and shifting priorities; anticipate, understand, and respond to clients' needs, and distinguish between relevant and irrelevant information to arrive at logical judgments and determinations.

SUMMARY OF DUTIES:

Typical duties include serving as BMC's webmaster to update content, troubleshoot problems, make recommendations for changes, train staff and create training documentation, provide and interpret analytics information, interface with relate companies, and create and edit graphics. The Library Supervisor position will answer reference questions relevant to the Regional Information Center's collections, with an emphasis on demographic and economic statistical information and transportation planning using on-site collections, internal databases, and Internet resources. This position will develop and maintain collections of print and non-print materials of the Regional Information Center, ordering and adding new materials as needed, cataloging and processing as needed. Use specialized GIS software to develop customized demographic profiles for BMC staff and local government agencies as well as external customers. Manage public use of BMC's online building permit data system, including user training, subscription management and various reporting functions. Prepare reports and monitor statistics. Perform related duties as required.

MINIMUM QUALIFICATIONS:

- A Master's degree in Library Science from an ALA accredited program is required
- A minimum of (3) three years of demonstrated successful public library experience including reference and administrative work
- CMS experience required (Joomla experience preferable)

DESIRED QUALIFICATIONS

- Experience using GIS software and special library experience desirable
- Marina/Relais, and using Google Analytics recommended

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- strong reference research and communication skills
- knowledge of how to find specific Census survey data
- Demonstrated knowledge of and experience with web searching
- MS Office products (including Access and Excel)
- web site content management software
- Familiarity with Maryland's interlibrary loan software

DRUG & ALCOHOL TESTING: Those under final consideration for appointment will be required to submit to drug and alcohol testing.

POSITION OF TRUST: Those under final consideration for appointment will be required to authorize the release of and successfully complete a criminal conviction check.

For more information, please click on the following link: <http://www.prattlibrary.org/CentralRenovation/>

APPLICATION: Send a cover letter, résumé, with position title to: Human Resources Office, Enoch Pratt Free Library, 400 Cathedral Street, Baltimore, MD 21201. The position will remain open until filled.