

Eastern Shore Regional Library, Inc
31901 Tri-County Way, Suite 116-B
Salisbury, MD 21804

POSITION VACANCY ANNOUNCEMENT

ESRL Training & Programming Coordinator, Full Time, Exempt

Eastern Shore Regional Library, Inc is a Regional Resource Center that supports the eight county library systems on Maryland's Eastern Shore.

SALARY

Salary range starts at \$65,000. Benefits include paid vacation, paid holidays, sick and personal leave, health insurance, and participation in the State Retirement and Pension System of Maryland

LOCATION

ESRL, Inc headquarters and Eastern Shore libraries, with some travel in the state

NATURE OF WORK

Commits to excellence in customer service and outreach

- Fosters and maintains positive communication with constituents
- Responds to requests for information/assistance in a timely manner
- Represents ESRL, Inc and member libraries at meetings, workshops, and other forums in the region, across the state and beyond
- With approval of supervisor, contributes expertise to ESRL, Inc through participation in professional activities such as committees, task forces, and conference presentations

Coordinates staff training, certification, and regional public programming

- Plans, coordinates, and evaluates staff development programs and instruction
- Conducts an annual, region-wide training needs assessment
- Communicates available learning opportunities by multiple methods
- Maintains the official record of continuing education and training requirements for public library associates and professional public librarians on ESRL, Inc staff
- Works directly with guest instructors and presenters for both recruitment and contract negotiation
- Serves as a resource and moderator for regional youth services programming and development
- Manages a staff development/programming budget

Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Bachelor's degree required, Master of Library Science or Master of Library and Information Science degree preferred. Comprehensive knowledge of library operations normally acquired through two years of progressively increasing responsibility and work experience in a public, academic, or special library. Previous experience in training, instruction, or staff development required.

ESSENTIAL JOB REQUIREMENTS

This is a high-profile position that requires great enthusiasm, self-motivation, flexibility, creativity and excellent customer service skills. Ability to multi-task. Ability to organize, plan, and communicate effectively. High level of computer and Internet literacy. Competent at working independently, as a member of a team, and as a team leader. Ability to effectively provide one-on-one and group instruction/programming using diverse formats. A keen awareness of current trends in librarianship, instruction, and customer service. Familiarity with adult learning principles, e.g. participant based instruction design. Ability to stay calm under pressure. Regular job attendance and punctuality. Work routinely involves lifting or handling materials weighting up to 60 lbs.

CONDITIONS OF EMPLOYMENT

Must be able to regularly travel throughout Maryland's Eastern Shore, as well as travel to meetings, events, and conferences held throughout Maryland and beyond. Some travel may require overnights. Must hold a valid driver's license in good standing. Must be able to secure certification from the Maryland State Library within 24 months of employment.

HOW TO APPLY

Resume and Cover Letter should be submitted in writing to the Human Resources Department at Eastern Shore Regional Library, Inc, 31901 Tri-County Way, Suite 116-B, Salisbury, MD 21804 no later than 5:00 p.m. on May 20, 2022. Email: personnel@esrl.org (Microsoft Word .doc or PDF attachments only).

Eastern Shore Regional Library, Inc is an Equal Opportunity Employer and is committed to diversity in the workplace.

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL HUMAN RESOURCES AT 410-742-1537. U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.