



INFORMATION SERVICES MANAGER

AT EASTERN SHORE REGIONAL LIBRARY

Are you inspired to provide energetic and forward-thinking leadership in a unique, supportive team environment? If so, this full time professional position on **Maryland's Eastern Shore** may be the position for you!

The **Eastern Shore Regional Library, Inc** is the largest of three state-funded regional resource centers in Maryland. ESRL serves eight county library systems on the Eastern Shore - Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester. ESRL's mission is to empower our libraries by connecting them to resources, services and expertise.

JOB SUMMARY: Under the direct supervision of the ESRL Administrator, manages the day to day operation of the Information Services Department. This includes supervision of departmental employees and development of the vision, plan, and budget for the department. This high-level professional position requires excellent interpersonal and communication skills. This is a salaried position with a range of \$58,000 to \$68,000 depending on experience and qualifications. ESRL offers a generous benefits package, including a deferred compensation plan, as well as enrollment in the Maryland State Retirement and Pension System.



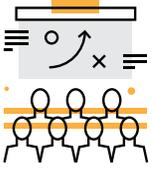
ESSENTIAL FUNCTIONS

- Selects and administers collection of electronic resources, including ebooks and digital audiobooks, to be provided to the region.
- Oversees departmental issues related to the Eastern Shore ILS Consortium and Polaris.
- In cooperation with member libraries, selects and negotiates pricing for subscription databases to be provided to the region.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Serves as a consultant on departmental issues to staff of the member libraries.
- Facilitates region-wide interest groups for member library staff.
- Plans and oversees region-wide programs and initiatives, including the Annual Children's Author Visit.
- Evaluates and administers programs such as daily materials delivery, interlibrary loan, and technical services.
- Maintains and interprets statistics and usage records for the assessment/evaluation of services.
- Maintains membership in professional organizations necessary to the success and advancement of library services.
- Maintains awareness of trends that have potential impact on libraries and monitors new developments and technologies in the areas of digital resources, youth services, library programs and outreach.
- Represents ESRL and the region on appropriate committees and interest groups.



KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of established public library practices and procedures;
- Knowledge of best practices in the areas of digital resource and youth services;
- Ability to track expenditures and manage a budget;
- Strong problem solving and decision making skills;
- Strong communication skills;
- Travel among the eight library systems and throughout Maryland will be required.



PREFERRED EDUCATION

Master's Degree in Library Science (or MLIS) from an accredited source plus three years of progressively responsible public library experience, with at least one year in a supervisory capacity.



PREFERRED SKILLS & EXPERIENCE

- Experience with a consortial ILS - preferably Innovative's Polaris
- Computer and technology skills as appropriate for the position.



APPLICATION REQUIREMENTS

Please provide a cover letter, professional resume, and four professional references, including at least one from your current position. The position will remain open until September 28, 2018. Background check will be required for final candidate.

Send documents to: personnel@esrl.org

or mail to: **Eastern Shore Regional Library, Inc.**
31901 Tri-County Way, Suite 116-B
Salisbury, MD 21804