Location: Frederick County Public Libraries, Emmitsburg, MD

Job Title: Branch Administrator I

Responsibilities: Join the vibrant, community-minded team at Frederick County Public Libraries! We are seeking a creative, energetic, and visionary leader for our Emmitsburg Branch Library. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public's freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth.

This professional managerial and supervisory position is responsible for the general operation and management of the Emmitsburg Branch Library, and for ensuring the delivery of quality library service to the public. Supervision is received from the Associate Director for Public Service.

Frederick County Government 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 Frederick County Government today.

Exempt; full-time; 40 hours per week (varied workdays and hours within FCPL operating schedule)

Requirements:

- Master of Library Science degree from an American Library Association accredited program
- Minimum 3 years of recent (within the last 10 years) public library work experience
- Minimum 1 year work experience supervising or directing the work of others
- Professional Public Librarian certification from the Maryland State Department of Education or ability to obtain this certification within 6 months after hire, current certification must then be maintained

OR

- Bachelor's degree from an accredited college or university
- Minimum 5 years of recent (within the past 10 years) public library work experience
- Minimum 1 year work experience supervising or directing the work of others
- Ability to obtain and maintain Library Associate certification from the MD State Department of Education, plus willingness and ability to attend training sessions as applicable

Salary Range: Salary: $68,720.00 - $82,464.00 Annually

Application Process: Deadline to apply: 4:00 pm EST, January 23, 2024. For complete job description and to apply go to www.frederickcountymd.gov

Closing Date: 4:00 pm EST January 23, 2024