Location: Frederick County Public Libraries, Middletown Branch Library
Job Title: Assistant Branch Administrator I

Responsibilities: This professional management/supervisory position assists in managing the Middletown Branch Library, ensuring the delivery of quality library service to the public and, assists in developing services that respond to community needs and interests as outlined in FCPL’s strategic plan. 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.

Requirements:
- Master of Library Science degree from an American Library Association accredited program
- Minimum 2 years progressively responsible work experience in a public library, providing direct customer service, within the last 10 years
- Minimum 1 year work experience supervising or directing the work of others
- Professional Public Librarian certification from the Maryland State Department of Education or the ability to obtain this certification within 6 months of enrollment in the Maryland State Teacher’s Pension and Retirement System - current certification must then be maintained
  OR
- Bachelor’s degree from an accredited college or university
- Minimum 4 years progressively responsible work experience in a public library providing direct customer service, within the last 10 years
- 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
- NOTE: A related Master's degree may substitute for a portion of the professional or para-professional library work experience

Salary Range: Salary: $64,225.00-$77,070.00 Annually
NOTE: Above base salary pay will be considered on a case by case basis and will be determined upon the qualifications of the successful candidate

Application Process: To Apply and complete job description go to www.frederickcountymd.gov

Closing Date: 4:00 pm EST September 25, 2023