Location: Takoma Park Maryland Library

Job Title: Library Director

Responsibilities: The City of Takoma Park is currently seeking a Director for our brand-new, state of the art library, currently in the design approval stage. Our incoming Library Director should be a vibrant, forward-thinking leader to continue the great work that the Library staff has developed. The incumbent should be passionate about maximizing library services, empowering a space for community encounters and learning, cultivating partnerships with a diverse community, and optimizing technology and integrated library systems software programs. This library is extremely unique as it is one of last few municipal libraries in the state, thus giving the Director the ability to be very autonomous. The department is City-run, and separate from the Montgomery County Library System, with the Director reporting directly to the City Manager. This gives the Director a large amount of latitude in creating an environment that cultivates personal interactions, growth, and learning. Our location, immediately next to both Takoma Park Elementary School (grades K-2) and Piney Branch Elementary School (grades 3-5) allows for regular field trips by teachers and students, and programming designed in coordination with the school curriculum.

General duties of the position include: Development of strategic goals and management of library operations; Fiscal management, including development of budget recommendations and oversight of approved funds; Management, training, and development of staff; Maximizing community partnerships; Representing the department with Friends of the Library and other community partners.

Requirements: Minimum qualifications include: Knowledge and level of competency commonly associated with completion of a Masters of Library Services degree; Experience sufficient to thoroughly understand diverse objectives and functions; Experience sufficient to direct and coordinate required workload, usually interpreted to require three to five years of related experience.

Salary Range: The annual salary for this position is generally between $108,075 and $126,448.

Application Process: Please visit our website at www.takomaparkmd.gov/government/human-resources to create a candidate profile and apply.

Special Requests:
Closing Date: The position will be open until filled, but we expect the first round of resumes to be considered around October 15th.