



**Now Hiring:**  
**LIBRARY DIRECTOR, QUEEN ANNE'S COUNTY LIBRARY**

The Board of Trustees of the Queen Anne's County Library is seeking a creative, dynamic, and experienced leader to serve as full-time Library Director. The Director must work effectively with staff, patrons, trustees, and public officials. An innovative approach to library service along with patience, diplomacy and a sense of humor, are requisites. The ideal candidate will have a strong commitment to public service, have demonstrated personnel management experience, be familiar with current library technology, be a strong team builder, communicate clearly with a wide range of audiences, and possess an appreciation of the role of libraries in a democratic society. We expect the Director to demonstrate a spirit of friendliness, helpfulness, cooperation, and flexibility with the public, the Friends of the Library, the Library Board of Trustees and local government bodies. The Library hopes to begin a significant renovation of its Kent Island Branch in 2019 and candidates with experience managing building projects and working effectively with elected officials will be given particular consideration.

The Queen Anne's County Library serves a diverse, fast growing population of 49,000 people on the Eastern Shore of Maryland, located just over the Bay Bridge. The Library has a main library located in Centreville, an active and very busy branch on Kent Island, a dedicated staff of 43, and an annual budget of just under \$2 million.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Library Director acts as the general executive officer of the QAC Library and is responsible for the administration of all aspects of library service subject to direction of the Board of Library Trustees. Internal responsibilities include preparing and managing the Library's budget, supervising branch librarians, overall strategic planning, and overseeing facilities maintenance and staff matters. The Director also regularly interacts with the community, government officials, the Friends of the QAC Library, and program sponsors, among others.

**QUALIFICATIONS:**

Master's Degree in Library Science from an ALA-accredited institution, minimum of six years of professional public library experience with at least 3 years of library administration or supervision. Exceptional interpersonal skills, drive and integrity, comfort with multitasking, along with proven written and oral communication skills. Must obtain an Advanced Professional Certificate as Public Library Director from the Maryland State Library within 6 months of employment.

**SALARY**

Grade Level Management M-5, with a range of \$75,610 to \$136,100 in ten steps.

**CLOSING DATE**

January 15, 2019

**HOW TO APPLY**

Send a cover letter, resume, and three references to: Kathy Killeen, Board of Trustees President, Queen Anne's County Library 121 South Commerce Street Centreville, MD 21617, or by email to [qacdirectorsearch@gmail.com](mailto:qacdirectorsearch@gmail.com)