



DIRECTOR

Department of Public Libraries
MONTGOMERY COUNTY, MARYLAND



THE COMMUNITY

Montgomery County, located adjacent to Washington, DC, has over one million residents and is one of Maryland's most populous and affluent counties. The County is also the most diverse in the State and ranks among the top ten most diverse counties in the nation.

Many families seeking a high quality of life and excellent schools are attracted to the County for its employment offerings, livable neighborhoods, safe communities, inclusion, and diversity. With a variety of cities, towns, and urban districts, Montgomery County's communities include Bethesda, Chevy Chase, Gaithersburg, Germantown, Rockville (the County seat), and Silver Spring. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

The County's workforce is one of the most educated in the nation, with the most advanced degrees per capita of any jurisdiction with one million residents or more. Higher education is further exemplified within the County by Johns Hopkins University's Montgomery County Campus, Montgomery College, and the University of Maryland Global Campus – creating a thriving center for advanced educational opportunities.

Advanced medical centers include Howard Hughes Medical Institute and the National Institutes of Health.

The County's public school district is the largest in Maryland and in the top 20 largest school districts nationwide. Its 210 schools, including 42 national Blue Ribbon Schools, serve over 160,000 students.

THE ORGANIZATION

Montgomery County Government is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. The County Council members and the County Executive serve four-year terms.

Montgomery County is a leader in technological solutions and advancement in both Maryland and the U.S. It's been named the top Digital County by the Center for Digital Government, designated as a Tech Savvy County by the Public Technology Institute, and won numerous awards for providing customized services, reporting solutions and communication system implementations benefitting over 1.05 million County residents.

Montgomery County has a strong tradition of prudent fiscal management, and this can be seen with the following distinctions:

- Montgomery County holds the highest bond rating from each of the three major credit rating agencies.
- The County has a mandatory balanced budget and develops a six-year financial plan as part of its annual operating budget development process.
- In May 2023, the County Council approved the Montgomery County FY24 Operating Budget (including debt service, the school district, and community college) for \$6.3 billion. The County has a 6-year (FY23- 28) capital budget of \$17 billion.



MAJOR DUTIES AND RESPONSIBILITIES

The work of directing the public library system is essential to the mission of the County Government and affects all residents and communities in the County.

- Plans, develops, implements, and evaluates overall County public library policies and programs
- Plans, organizes, coordinates and directs the activities of the Divisions within the Department, which include effective delivery of services to the public, and the procurement and technical processing of library materials.
- Directs a full range of public library services to meet changing community needs
- Exercises full and final accountability for all matters related to the public library system's meeting the educational, cultural, and information needs of County residents.
- Generates specific policies and guidance for use by subordinate managers in developing various components of the overall public library system
- Considers cultural, educational, societal and community issues and impacts, and develops solutions which accommodate conflicting objectives from a variety of organizations, groups and individuals.
- Develops and implements Departmental strategic plans, policies and procedures, making recommendations to the County Executive on Executive branch policies and procedures which affect the operation of public library services.
- Directs the preparation and expenditure of the Departmental Operating and Capital Improvement Project budgets.
- Directs continuing evaluation of the methods of public and technical service employed, in order to design and implement ongoing improvements.
- Coordinates with other County officials on all matters pertaining to library facilities, including planning for future locations or building needs, site selection, design and construction, maintenance, repair and renovation of library buildings, furniture and equipment.
- Directs and supports a staff development program for professional and support employees; encourages and enforces Department wide adherence to equal employment opportunity law and diversity principles and practices.
- Establishes and maintains effective working relationships with other governmental agencies and officials, vendors, publishers, the news media, and the general public.
- Guides the development and use of advanced technologies for information access and library automation, integrating organizational change with technological developments.
- Prepares strategic plans and reports on results achieved through strategic plan, long range Public Service Plans and annual work programs.
- Works effectively and cooperatively with the advisory Library Board, local library advisory committees, the Friends of the Library Montgomery County, Inc., and other interested citizen groups.
- Takes an active role in appropriate civic and professional organizations, and makes public presentations to interested groups to further the objectives, plans and service programs of the Department.
- Represents the County and the library system in Statewide library and information science organizations, and works with representatives of agencies/organizations at State and Federal levels to advise, lobby, and develop legislative programs, and interpret and implement applicable laws.



THE SUCCESSFUL CANDIDATE WILL HAVE THE FOLLOWING KNOWLEDGE AND SKILLS

- Demonstrated and excellent leadership, administrative and management skills, with an exceptional ability to inspire, develop and sustain a highly functional organization
- A strong and positive commitment to embracing social justice and racial equity, diversity and personnel practices that ensure that the MCPL culture encourages individual opportunity and excellence, regardless of race, sex, individual or cultural differences
- A commitment to communicating with all levels of the organization consistently, accurately and in a timely manner
- A commitment to the principals and ethics of the profession, including access, intellectual freedom, confidentiality, diversity, and social responsibility.
- A willingness to appropriately confront issues and make difficult recommendations and decisions
- Extensive knowledge of the theory, principles and techniques of library services, including knowledge of developing library and information technologies and their application to public libraries.
- Extensive knowledge of the principles, methods and practices of public library administration, organization and management, as well as the aims and objectives of library services to the community, and of civic organizations with interests in library service.
- Skill in directing, planning, organizing and coordinating all public library services to resolve highly difficult and complex professional and administrative problems.
- Skill in negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations.
- Skill in verbal and written communication in order to develop defenses of, and justifications for decisions reached.
- Skill in establishing and maintaining effective working relationships with other governmental officials and agencies, elected officials, advisory boards and committees, vendors, and the general public.

WHY MCG?

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THE IDEAL CANDIDATE

The candidate's background and experience should include strong and effective leadership role in, ideally, a complex organization and a demonstrated successful managerial and supervisory experience in a diverse and high impact environment. Key criteria for selection will be a demonstrated track record of strong and effective leadership/managerial experience.

REQUIRED QUALIFICATIONS

Experience: Extensive (seven (7) years) experience as a librarian or library administrator, with at least four (4) years in a managerial or supervisory capacity which included responsibility for fund and budget administration, program planning, implementation and administration.

Education: Graduation from an accredited college or university with a Master's Degree in Library Science.

Equivalency: None.

LICENSE AND CERTIFICATION

- Certification as Librarian by State Department of Education, Division of Library Development and Services.
- Must be certifiable under Maryland State law by the State Department of Education, Division of Library Development and Services.

Note: There will be no substitutions for this section.

VISION: A MORE EQUITABLE AND INCLUSIVE MONTGOMERY COUNTY

Montgomery County Executive Marc Elrich has outlined a vision for the future:

- Thriving Youth and Families
- A Growing Economy
- A Greener County
- Easier Commutes
- A More Affordable and Welcoming County
- Safe Neighborhoods
- Effective, Sustainable Government

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law.

