

Position Description

Position Title: Director, Department of Public Libraries

Reports to: Chief Administrative Officer (CAO)

Location: Rockville, MD

The Organization: Montgomery County Government

Introduction:

Located adjacent to the nation's capital, Montgomery County is the most populous county in the state of Maryland and one of the most diverse counties in the nation.

The 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. There are over 30 executive branch departments and agencies that help to deliver services to over 1 million county residents. Montgomery County is proud of the services it offers. These include some of the best in the nation, which we strive to deliver in keeping with our Vision Statement and Guiding Principles.

Montgomery County's newly elected County Executive has outlined seven Priority Outcomes for the County's future. These include:

Priority Outcomes:

- **Thriving Youth and Families** – Children need great schools, supportive families, and caring communities to help them succeed in life. We can give them the start they need by providing adequate funding for public schools, access to affordable early childhood education and expanded high school options, and support for programs that relieve stress on families through increased access to affordable housing and better-paying jobs.
- **A Growing Economy** – A healthy business community is essential to our success. We will reinvigorate the county's direct involvement in economic activities by re-examining our regulations to make sure they are sensible, fair, and efficient; opening support centers that help both new and existing businesses; and developing an incubator and innovation climate to help local entrepreneurs bring their ideas into the world.
- **A Greener County** – We recognize the urgency of global warming and will take concrete steps to address climate change. County government has committed to zero Greenhouse Gas emissions by 2035, an ambitious – but achievable – target. We will reduce our footprint by pursuing clean energy,

energy efficiency, enhanced building design, reduction of waste, and developing a better transit system for our residents.

- **Easier Commutes** – Moving people and goods more efficiently is an economic imperative and is essential to our quality of life. We will reduce traffic congestion by improving transit options, supporting Metro, encouraging telecommuting and implementing common-sense road improvements.
- **A More Affordable and Welcoming County** – We will focus on initiatives that make Montgomery County a place where all residents can pursue their dreams regardless of race, ethnicity, age or economic circumstances.
- **Safe Neighborhoods** – We will address crime and pedestrian safety issues and seek input from communities across the county on ways to address these issues. We plan to enhance opportunities for walking, biking, and creating neighborhood gathering places.
- **Effective, Sustainable Government** – We will partner with county employees to make County Government more cost-effective and to deliver services more efficiently and responsively.

The Position:

Montgomery County is seeking to fill the Director for the Department of Public Libraries. The position is appointed by the County Executive and confirmed by the County Council. This position is accountable to the Chief Administrative Officer (CAO).

Montgomery County's newly elected County Executive has outlined seven Priority Outcomes: Thriving Youth and Families, A Growing Economy, A Greener County, Easier Commutes, A More Affordable and Welcoming County, Safe Neighborhoods, and Effective, Sustainable Government.

The Director of the Department of Public Libraries will be responsible for directing the operations of the Department of Public Libraries, implementing, and evaluating overall County public library policies and programs to provide a full range of public library service to meet changing community needs including: books, records, periodicals and other media for loan as well as reference material and online access to computerized information networks through Community libraries. The complexity of the work is reflected in the need for planning, directing and integrating a broad range of educational cultural functions, programs and services. Directing the public library system is essential to the mission of the County Government and affects all residents and communities in the County.

The Ideal Candidate:

The candidate will have high expectations of himself/herself and other staff, pay attention to detail after understanding the big picture, and will take care of day-to-day issues before they are referred to the CAO. The ideal candidate will bring a strategic perspective, be able to see beyond the immediate pressures, stay

focused on the important long-term objectives and have passion for public service and a strong commitment to effectiveness and efficiency of Government programs, processes and services.

The ideal candidate will be ethical, approachable, trustworthy, apolitical and committed to excellence and delivery of meaningful results for tax payers in Montgomery County. S/he will communicate openly, honestly and collaboratively with a diverse group people, expertly promulgate and implement a long-term mission, vision and strategy and provide new ideas and innovation through change management processes that improve the efficiency and delivery of effective county programs and services.

Highlighted Qualifications:

- Experience and knowledge of the principles, methods and practices of public library administration, organizational management, as well as the aims and objective of library services to the community, and of civic organizations with interests in library services;
- Ability to negotiate agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations.
- Effective team builder and collaborator, strategic -partner working to build relationships with other government officials and agencies, legislators, advisory boards and committees, vendors and public;
- Expert ability to work with diverse groups of people;
- Courageous and motivating ability to supervise, train, evaluate and support professional, technical, and clerical staff;
- Transformative ability to innovatively develop, implement and manage county policies, procedures, and processes.

Education, Training and Experience:

Master's Degree in Library Science, certification as Librarian by State Department of Education, Division of Library Development and service, certifiable under Maryland State law by the State Department of Education, Division of Library Development and Services, plus seven years demonstrated experience in library administrator with at least four years in a managerial or supervisory capacity which include responsibility for fund and budget administration, program planning, implementation and administration.

To Apply:

Montgomery County government is committed to attracting and retaining a highly- skilled, quality, and diverse workforce. We want people who aspire to make a difference in our community. We offer quality compensation and a generous benefits package. Learn more at: Montgomery County Benefits. Interested applicants should forward a cover letter and resume to Gregg A. Moser at gmoser@kapartners.com.