

Position Vacancy Announcement

Executive Director – Allegany County Library System

Location: Allegany County, Maryland

Status: Full-Time, Exempt

Salary: Salary range: \$78,674.04 - \$125,878.46 per year commensurate with experience, includes benefits package (Maryland State Retirement and Pension System (Teachers Retirement), CareFirst BlueCross BlueShield Health Insurance, Options for Supplemental Health Insurance, Paid Time Off and FMLA

Application Deadline: applications taken until October 10, 2025 @5:00pm EST

Official Announcement: November 14, 2025

Position Overview:

The Allegany County Library System Board of Trustees is seeking a dynamic, visionary Executive Director to lead our public library system, serving a diverse and evolving community across six branches. The Executive Director is responsible for the strategic, administrative, and fiscal leadership of the library, ensuring innovative, equitable, and effective library services for all residents.

Key Responsibilities:

- Lead the development and implementation of long-range plans, policies, and library initiatives
- Serve as chief advisor to the Board of Trustees; attend and support all board meetings
- Oversee staffing, personnel development, and human resource functions
- Prepare and manage the library's annual operating budget; pursue grants and alternative funding
- Direct maintenance and improvement of facilities, technology, and infrastructure
- Ensure development of a responsive and relevant collection to meet community needs
- Promote the library through strong public relations, partnerships, and community engagement
- Represent the library locally, regionally, and statewide through professional networks

Minimum Qualifications:

- Master's degree in Library Science from an ALA-accredited program
- Minimum of four years of professional library administrative/management experience
- Must be able to obtain public library certification from the Maryland State Department of Education
- Valid Maryland driver's license (or ability to obtain one)

Desired Skills and Attributes:

- Strong leadership, decision-making, and strategic planning abilities
- Knowledge of public library operations, finance, and state/federal regulations
- Proficiency in library technologies and facilities oversight
- Grant writing and fundraising experience
- Excellent communication, interpersonal, and public speaking skills
- Commitment to community engagement, equity, and innovation

Work Environment:

Position requires flexible scheduling, including some evenings, weekends, and travel throughout the county and state. Physical demands include occasional lifting, standing, and working in varied conditions.

To Apply:

Please submit a cover letter, résumé, and three professional references to:

renee.kniseley@maryland.gov (Board President)

For questions or additional information, contact:

renee.kniseley@maryland.gov (Board President)