

Deputy Director

Hot Job

La Plata - La Plata, MD 20646

Overview

Salary Range

\$97,046.00 - \$144,400.00 Salary

Level

Senior

Position Type

Full Time

Education Level

Graduate Degree

Description



CHARLES COUNTY PUBLIC LIBRARY

Mission: The Charles County Public Library creates opportunities for the community to engage, discover, and learn.

Vision: We are a trusted Charles County anchor that enhances lives and supports our communities.

Job Title: Deputy Director

Salary Classification: 121

FLSA: Exempt

(Fair Labor Standards Act)

Approved Date: 6/8/2017, 6/2026

Job Summary: Under the direction of the Executive Director, the Deputy Director plans, directs, and evaluates library operations and public services across the library system. The Deputy Director provides leadership for branch operations, customer service, collections, programming, and public technology services; assists the Executive Director with budget development, strategic planning, policy recommendations, and organizational initiatives; and serves as Executive Director when designated.

The Deputy Director supervises branch management, collection development, and data services staff and works collaboratively across departments to ensure high-quality library services that support the Library's mission and commitment to public service.

Essential Functions: *Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Public Services and Operations

- Oversees public library services, including circulation, information and reference services, programming, customer technology, collections, and customer service.
- Evaluates services, collections, policies, procedures, and service models to ensure effective and responsive public service.
- Establishes and monitors customer service standards and promotes consistency across branches and departments.

Staff Leadership and Labor Relations

- Supervises assigned managers and staff, including work planning, coaching, performance evaluation, corrective action, and professional development.
- Participates in recruitment, selection, onboarding, and staff development.
- Interprets and administers collective bargaining agreements, personnel policies, and workplace procedures; may participate in labor negotiations.

Strategic Planning and Administration

- Assists the Executive Director with budget preparation, capital planning, strategic planning, policy recommendations, Board matters, and special projects.

- Serves as acting Executive Director when designated and leads committees, project teams, and cross-functional initiatives as assigned.

Technology, Facilities and Finance

- Oversees facilities, public technology infrastructure, capital projects, procurement, maintenance, repairs, security, and related operational needs in partnership with managers and vendors.
- Monitors operational budgets, vendor contracts, expenditures, statistics, reports, and performance measures to support planning, accountability, and responsible stewardship.

Community and Professional Engagement

- Represents the Library in professional, governmental, and community settings and supports efforts to promote library services.
- Maintains professional certification, fulfills continuing education requirements, and performs other duties as assigned.

Supervisory Work Standards:

The Deputy Director is expected to:

- Provide effective leadership, supervision, and accountability for assigned staff and operations.
- Foster teamwork, collaboration, and professional growth among employees and managers.
- Delegate responsibilities appropriately and monitor results.
- Support informed decision-making through effective communication and sound judgment.
- Utilize resources efficiently and responsibly.
- Maintain compliance with required training and organizational policies.
- Model professional conduct and commitment to excellent public service.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all Charles County Public Library positions are subject to transfer.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Minimum Qualifications

- Master's degree in Library Science or Library and Information Science from an ALA-accredited institution.
- Minimum of five years of management experience.
- Ability to obtain and maintain Professional Librarian Certification from the Maryland State Department of Education within six months of hire.

Preferred Qualifications

- Five years of public library management experience, preferably within a mid-sized or large library system in administration.
- Experience working in a unionized environment.
- Labor negotiation experience on behalf of the employer.

Equivalent combinations of education, training, and experience may be considered.

Physical and Environmental Conditions:

Work requires routine physical effort in the handling of moderately heavy materials of up to 40 pounds. Work requires standing for long periods of time and some stooping and bending.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, classrooms or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

The Charles County Public Library extends equal opportunity to all qualified staff members and applicants for employment without respect to race, color, religion, national origin, ancestry, LGBTQ+ status, veteran status, sex, age, disability, or any other protected class under the law. If you are a qualified individual with a disability or

a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting the human resources department by calling 301-934-9001, or via email hr@ccplonline.org.

This organization participates in e-verify.