

Director of Human Resources



Hours & Salary:

37.5 hours per week

Starting salary range is \$92,664 to \$101,930.40 annually, based upon education and experience

Includes an excellent benefits package

Work demands often exceed stated hours

Location: Library Administrative Offices in New Windsor, MD

Overview:

The Director of Human Resources serves as a key member of the Executive Leadership Team, providing strategic direction, leadership, and vision for all aspects of CCPL's human capital strategy. This position ensures that all HR practices, policies, and programs support the library's mission, core values, and strategic goals while maintaining compliance with all applicable laws and regulations.

The Director leads organizational initiatives in talent acquisition, total rewards, employee engagement, performance management, learning and development, and workforce planning. This role serves as a trusted advisor to the Executive Director, Board of Trustees, and leadership team on all matters related to people, culture, and organizational effectiveness.

Education and Experience

Required Qualifications

- Bachelor's Degree in Human Resources or other related field with a minimum of ten years of progressively responsible HR experience, including at least seven years in a supervisory or senior leadership role
- Ability to attain Maryland State Retirement Agency (MSRA) certification within the first year of employment and maintain that certification

Preferred Qualifications

- Master's degree in Human Resources, Business Administration, Organizational Leadership, or a related field with a minimum of seven years of progressively responsible HR experience, including at least five years in a supervisory or senior leadership role
- Professional certification in HR (e.g. SHRM)

How to Apply:

To apply and to see a full job description, please visit our website

<https://library.carr.org/employment>. Resume and cover letter are required. Online applications must be received by 11:59 pm on **Friday, May 1, 2026.**