



Maryland Municipal League
The Association of Maryland's Cities and Towns

MD Municipal Careers Job Board Guidelines/FAQs

The Benefits

Access to Local, County, State, and Federal government job seekers. Utilize the MD Municipal Careers Job Board to reach and recruit potential employees. The job board is a self-service feature. Ads will post immediately once submitted. Ads may be updated, removed, and renewed online anytime.

Link to the MD Municipal Careers Job Board Webpage

<https://www.mdmunicipal.org/md-municipal-careers>

Link Directly to the MD Municipal Careers Job Board

<https://mml.mcjobboard.net/jobs>

The How

Create an Account:

- You must have an account to post a Job Opportunity/Request for Proposal (RFP). There is a guest option, however you will not be able to edit your post.
- **MML Members must:**
 - Use their MML MDCommUnity credentials. Same credentials used to register for a MML event or conference
 - If you do not know your member login or think you may not have one, email [MML](mailto:mml@mdmunicipal.org) prior to beginning your post
 - If you do not have a member login, contact your city/town MML Key contact person, usually the clerk or manager
 - Your MML Key contact person can create an MDCommUnity account for you.
 - All city/town officials with a MML member login may post an ad, it is not limited to Key contacts
 - You must use your member login to receive member pricing, no refunds/adjustments.
 - MML members are municipal officials, (elected, appointed, full-time staff) from MML's 161-member local governments
- **Nonmembers must:**
 - Create an account prior to posting
 - Accounts are created directly on the MD Municipal Careers Job Board
 - Scroll down and click on the, Ready to Post a Job? section
 - Click on Log In located in the upper right corner of the Job Board

- Then click on Create an Account option in center of screen
- Once you have created an account, log in, and post, edit, and manage your listings
- Your Email is your Username
- Nonmembers include county, state, federal agencies, and employment recruiters/consultants

Login In

Job Post Details page:

- Click on Post a Job from the top menu
- Fill in the details for your job posting. If you have a Request for Proposal, please include, RFP –, before the title of your posting
- As you begin the job board may help by auto-filling in your information to make the job posting process easier. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your posting
- You may include your logo or a graphic. Maximum file size: 5MB. Select a file (200px; jpg, gif or png)
- Industry Type Drop down Menu:
 - For Request for Proposals (RFPs) please choose the, 1 – Request for Proposal, option. This will differentiate RFPs from job listings
 - Otherwise choose the option best suited for your posting
- You may paste the job description using the hot keys; For PC, Control+C to copy, Control+V to paste. For Mac, Command+C to copy, Command+V to paste
- You may also upload an attachment; Max. file size: 5MB. Permitted file types: PDF, JPG, PNG, WORD

How to Receive Applications:

Choose one of three methods to receive applications.

1. Quick Apply: Receive an email notification when you have a new applicant; view and manage all applications in one place; auto-notify applicants of their acceptance or rejection
2. Send applicants to another website: add the link here to wherever applicants should go to apply
3. Manage manually through written instructions: Enter the instructions on how applicants are to send their information.

You may click on the option to require a cover letter, if needed

Once you have entered the job description, other details, and any attachments, click PREVIEW to view your post.

Posts may be edited at any time.

Job Post Duration Page:

Choose your duration, a 30, 60, or 90-day term. Once the term has expired the ad will automatically drop off.

Member Rates - No charge for MML members in good standing.

Non-member Rates

- 30 days – \$75
- 60 days – \$100
- 90 days – \$125

Three Ad Bundles:

- 30 days – \$175
- 60 days – \$230
- 90 days – \$285

Options:**Ad Bundles - Buy More, Save More:**

- You may purchase a bundle of three ads at a discounted rate
- Postings not immediately used will remain on your account as credit to be used at a later date
- Bundled ads apply to nonmembers

Featured Listing Upgrade:

- Featured Listings will be in chronological order at the top of the job board highlighted in yellow
- Featured Listings will also be pushed to the [Google Jobs Network](#)
- If you choose to purchase an ad bundle, and wish to utilize the Featured Listing option, the fee must be paid for each ad in the bundle
- The \$50 upgrade charge applies to both member and nonmember postings
- Upgrades are paid once per ad, regardless of term or if renewed

Payment Details page:

To complete your job/RFP posting, fill out your payment and credit card information. Use 2-digit month and 4-digit year for card expiration date. Once your payment is submitted, you will receive a confirmation email and your job posting will immediately appear on the MD Municipal Careers Job Board.

NOTE: if you are not getting the membership pricing, you are likely not logged in to the Job Board with your MDCommUnity user account. To connect your account, go to Manage > Settings in the My Profile settings. You will see a message to connect your account to MML. Click Connect, log in with your MDCommUnity username/password, and you should see the pricing update based on your membership status.

Once submitted, return to the MD Municipal Careers Job Board Home to view your posting.

FAQs - Job Posters

- Ads will appear immediately once payment is received and appear in chronological order
- Payments are by credit card only
- Payments will appear as MC Job Post on your credit card statement
- Ads may be edited any time after posting
- Once the term expires the ad will drop off
- A reminder email will be sent prior to the term expiration date
- You may renew the post before it expires. If the Featured Listing upgrade was chosen originally, you do not need to pay the Featured Listing fee again when the same ad is renewed
- MML members are Maryland municipal officials, (elected, appointed, full-time staff)
- Nonmembers include county, state, federal agencies and employment recruiters/consultants
- Nonmembers must also create an account prior to posting an ad
- Logos – Square graphics work best. Max file size: 5MB. Select a file (200px; jpg, gif or png)
- Discount promo codes, if applicable, would be entered on the payment page and provided by MML.
- Form tends to work better on a computer versus mobile devices and when using Chrome

FAQs - Job Seekers

- Browse government-related opportunities in one location
- May sign up to receive an alert when new jobs are added
- May add resume to the resume bank for potential employers to view