

Library Director

Jefferson-Madison Regional Library

Job Title: Library Director

Position Reports To: Library Board of Trustees

Starting Salary: \$95,000 - \$118,000

The Library Director is responsible for developing and supporting all efforts necessary to maintain public library services in support of the regional library's educational mission. The Library Director works closely with the Board of Trustees to develop short and long range plans, library policies, and budgets. The Library Director monitors library services, supervises staff and volunteers, coordinates public relations, provides orientation for new Trustees, oversees the maintenance and expansion of library facilities, and stays informed of developments and trends in library services. The Library Director serves as the regional library's representative to five local governments, is a member of the Library Endowment Committee, meets regularly with Friends of the Library and, along with the Library Board President, is the library's chief spokesperson.

Essential Responsibilities and Duties Include:

- Providing technical advice to the Library Board; recommending policies for Board action and carrying out Board policies
- Recommending and carrying out plans for extending library services
- Working with the Board and local governments to develop annual budgets
- Supervising all library staff and services; recruits, trains, evaluates staff and volunteers
- Overseeing library collections, collection development, and technical services
- Overseeing all aspects of the physical plant, grounds, and equipment
- Providing leadership on major development projects including construction and renovation of facilities
- Closely monitoring library revenues and expenditures
- Preparing regular reports on the library's progress and future needs
- Working with the Library Board to meet annual goals and objectives
- Maintaining an active program of internal and external communications (public relations)
- Actively supporting legislation beneficial to the library; knowing local and state laws germane to libraries
- Reporting regularly to the Library Board, local governments, and the public
- Staying aware of new trends in library services and technologies, legal issues facing libraries, and new ideas for programs
- Explore and oversee application for available grants
- Assuring the library remains eligible for state and federal grants
- Affiliating with state and national professional organizations

- Performing other duties as requested by the Board or that are essential to ensuring the library provides the best possible library services

Education, Experience and Skills:

- A Master's degree in library science and eligibility for professional certification in the Commonwealth of Virginia are required
- Ten years of public library work experience with a minimum of 5 years in administrative or management positions
- Extensive experience in developing and managing budgets for entire libraries and/or substantial library projects

Organization Competencies:

- Excellent financial management skills
- A proven working knowledge of computer systems and the latest online library services
- Highly developed communication skills, verbal and written
- Effective interpersonal skills including diplomatic management abilities
- Ability to establish and maintain positive working relationships with colleagues, other government and community agencies, and the general public
- Ability to prepare comprehensive reports and present ideas clearly and concisely in verbal and written form
- A strong desire to support the library's educational mission and to serve the public

Physical Conditions and Work Contacts:

- Standard office work environment
- 40 hours per week plus evening and weekend responsibilities
- Regularly meets with library staff, local government officials, and the public
- Regularly reports to the Library Board of Trustees, local governments, and the public