



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Library Director

The City of Falls Church is recruiting for an experienced Library Director for the Mary Riley Styles Public Library, 120 N. Virginia Avenue in the City. The City has a population of approximately 14,000 and is located seven miles from Washington DC in Northern Virginia. The award winning library is a single building with 17.85 FTE, is open 64 hours a week, has a collection of 148,000 items, and 28,000 registered borrowers. It circulates about 470,000 items a year, answers about 67,000 reference questions a year, and has about 300,000 visits each year from City residents, and from residents of surrounding jurisdictions using the reciprocal borrowing agreements in place. Work is performed under the general supervision of the City Manager with monthly reports to the Library Board of Trustees, a seven member citizen body appointed by the City Council. This position oversees supervision of all library employees and works with a Library Management Team, composed of five library department supervisors. The Library Director is a member of the City's Leadership Team and serves as an ex officio member of the Library Foundation. The Mary Riley Styles Public Library will be embarking on a 6,600 sq. ft. expansion and full renovation project, with architectural and engineering work starting fall 2017 and construction scheduled to begin in 2019.

Responsibilities:

- Plans, directs, coordinates, and evaluates the operations of the public library;
- Develops and administers library policies and procedures;
- Develops and presents the annual operating and capital budget to the City Manager, Library Board, and City Council, and implements the budget;
- Develops and monitors library capital projects;
- Works with and advises the Library Board of Trustees and serves as an ex officio member of the Library Foundation;
- Prepares and presents required and special reports to the Library Board, City, and Library of Virginia;
- Supervises library collection development;
- Selects, trains, and supervises library staff;
- Supervises professional library activities such as cataloging and classifying library materials, collection development, and automated systems;
- Plans the library's public information program;
- Plans and coordinates the Library's automation needs, equipment, programs, and systems with the City's IT Department and is a member of the City's Change Management Review Board;
- Ensures the library's compliance with all State and Federal guidelines;
- Coordinates library activities with other City agencies as well as the City schools and civic organizations;
- Participates in State professional library organizations; and
- Performs related tasks as required.

Qualifications:

- Graduation from an ALA accredited college or university with a Master's degree in Library Science and extensive, responsible professional library experience including considerable supervisory experience is required;
- Possession of or the ability to obtain a Virginia State Library Certificate;
- Comprehensive knowledge of the full scope of professional library principles, methods, materials, and practices, general administration and supervision, readers interest levels, books and authors, periodicals, reference media and library databases, cataloging procedures and problems;
- Demonstrated ability to analyze library service problems and to participate in effectively solving them, to organize, manage and motivate people, prepare and present reports, budgets, and other presentations;
- Demonstrated ability to contribute to employees' training for library work and establish and maintain effective working relationships with associates, library patrons, City Council, Library Board of Trustees, and Library Foundation;
- Demonstrated knowledge of general automation needs in a library and specific library databases and automated library systems is necessary; and,
- Library design, workflow, and construction experience preferred.

Hours: 8:30 A.M. to 5:00 P.M. ~ Monday through Friday, with occasional evening meetings and occasional weekends. *The Library Director is a member of the City Emergency Response Team.*

Salary & Benefits: \$118,000+ per annum, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See www.fallschurchva.gov for additional information. - **Priority consideration will be given to applications received by June 5, 2017.**

To Apply: Send City application or resume and cover letter to City of Falls Church Human Resources Department, 300 Park Ave., Suite 102W, Falls Church, VA 22046 or hr@fallschurchva.gov.

Equal Opportunity Employer: The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division.

All City Facilities Are Smoke Free

5/17

VA 17.34