

Essex County Library

Job Title: Library Director

Status: Full time, Exempt Salary: Grade 115, \$47,688 - \$76,302

APPLICATION DEADLINE: This position is open until filled. The first round of applications should be received no later than July 10, 2017. Subsequent screening of applications will occur as needed until the position is filled.

Essex Public Library, in Tappahannock, VA, is seeking highly qualified applicants for a Library Director. Essex County lies along the beautiful Rappahannock River in Virginia's historic Middle Peninsula. The county seat is at the intersection of Highway 17 and Rt. 360, just 1 hour east of Richmond, VA and serves as the economic hub for this rural population of 11,000 friendly people. We offer a cozy, slower paced lifestyle while still providing the services of a good hospital, an expanding park system, water access, a thriving farmer's market and an array of civic organizations. Come lead this team of happy library staff dedicated to serving our county and its citizens.

SUMMARY DESCRIPTION:

The Library Director reports directly to the Library Board while being employed by the County of Essex, thus eligible for both county health and Virginia Retirement System benefits. The Library Director is responsible for overseeing all aspects of Library operations to efficiently and effectively serve the public needs. We are seeking a candidate with strong communication and networking skills who is ready to help this vibrant institution meet community needs for a variety of library services.

The Library Director is expected to:

- Plan, organize, direct and coordinate library activities.
- Supervise preparation and execution of department budget and maintenance of library accounts, records and bill payments, subject to central finance requirements.
- Select library materials.
- Enforce library policies as set by the Governing Board and develop library procedures.
- Direct maintenance of statistical records on library activities, in accordance with State Library Board policies.
- Stimulate and guide public relations activities and staff planning for service programs of the library.
- Assign, schedule and review work of subordinates.
- Attend meetings, conferences, workshops and seminars.
- Meet with civic, community, and other interested groups to explain library services.
- Maintain a program of long-range planning for the library.
- Direct recruitment and selection of professional and paraprofessional employees and conduct staff meetings.

QUALIFICATIONS:

Completion of a master's program in library and/or information science from an ALA accredited library school required and four years of progressively responsible public library experience, with at least 1 year in a managerial/supervisory capacity preferred. Must be certified, or eligible for certification, as a professional librarian by the Commonwealth of Virginia.

APPLICATION PROCESS:

External/Internal Candidates

Interested applicants must submit a resume to Kevin P. Dolan, kevin.dolan@bankatunion.com and an online application with the County of Essex at: http://www.essex-virginia.org/county_government/employment

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