



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

Library Director

An Equal Opportunity Employer

JOB #: 202408576
DEPARTMENT: EXECUTIVE MANAGEMENT
SALARY: See Position Description
OPENING DATE: 04/09/2024
CLOSING DATE: 05/09/2024 11:59 PM

Introduction

Prince William County seeks an excellent communicator and library champion to serve as our next Library Director. Reporting to the Deputy County Executive for Health, Wellbeing and Environmental Sustainability, the Director is responsible for the management of a \$23 million budget, 207 employees, 12 branch locations, and a bookmobile. Library highlights include strong local support, active Friends and Foundation groups, a well-resourced collection, and an innovative staff that seeks continuous improvement for the services offered to the community.

About This Role:

Prince William County is located in Northern Virginia and is approximately 35 miles southwest of Washington, D.C. Prince William is the second largest county in the Commonwealth of Virginia with a population of approximately 491,693 and the tenth most diverse county in the Country. Prince William County and the independent City of Manassas make up the member jurisdictions of the Prince William Public Library System.

As the Director, you will analyze and manage library work systems and operations to meet public library needs; review operational and performance data; observe and evaluate community use of library; develop procedures and assign responsibilities for library operations; and plan and direct the work of professional, paraprofessional, and administrative support staff

Additionally, you will:

- Perform highly responsible administrative and professional library work in developing, planning, and directing all policies, programs, operations, and activities of the library.
- Develop an effective and collaborative leadership team within the library.
- Develop technology assessments and plans based on professional trends and the needs of the library, patrons, and staff.
- Work with the library leadership team regarding long-range planning yearly strategies, operations, and problem solving.
- Prepare and develop the annual library operational and capital budget submissions.
- Direct the development and maintenance of the library collection; analyzes publishing trends and new formats, and library usage patterns.
- Serve as liaison to the Prince William Public Libraries' Foundation and the Friends of Prince William Public Libraries to further the mission and services of the library.
- Provide leadership that produces positive relationships with the public, the library's partners in the community, other county agencies and the staff.

Preferences:

The preferred candidate will be a graduate of an American Library Association (ALA)-accredited college or university with a Master of Library and Information Science degree; a minimum of five years of librarian and managerial experience, evaluating, planning, and administering diverse community library services in a similar jurisdiction; and three years of supervisory experience at a professional level, for a combined minimum of eight years of related experience. Bilingual ability and experience as a Director or Deputy Director is strongly preferred.

We seek a candidate with demonstrated ability to build and maintain positive working relationships with a diverse group of individuals and organizations that creates a culture of inclusion; the ability to communicate effectively both orally and in writing, to listen, and make public presentations with poise and professionalism; considerable knowledge of current trends and best practices for libraries and considerable experience leading multiple major library divisions, managing a broad range of services, programs, and staff.

Special Requirements:

- Travel to other branches within the system is required. Therefore, a DMV check will be conducted prior to employment.
- The selected candidate will also be required to pass a pre-employment background check to include criminal history, credit history and verification of higher education.

Work Schedule: Typical schedule is Monday – Friday, 8:30 a.m. – 5 p.m., with flexibility required to meet the needs of the jobs.

Starting Salary Maximum: \$197,750.00/yr.

Additional Benefits:

We offer excellent benefits, including comprehensive medical coverage options, paid holidays, personal days, and generous leave accrual. Virginia Retirement System offers 457 and 401a defined contribution plans. Learn more about our robust benefits offerings [here](#). Other benefits include access to training and career development opportunities and Membership of the Virginia Library Association.

To Apply:

Select "Apply" to complete the online application and "Attach" a letter of interest and your resume to the attention of Elijah Johnson, Deputy County Executive. All submissions are confidential.

Closing Date: May 9, 2024

Prince William Public Libraries' mission is to bring people, information, and ideas together to enrich lives and build community in a welcoming, inclusive environment. If you are ready to take the next step in your career, apply today!

Note: The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. To view the complete Class Specification for this position, please click [HERE](#).

To Apply: Please click below URL:

<https://www.governmentjobs.com/careers/pwcfgov/jobs/4339517/library-director?keywords=library&pagetype=jobOpportunitiesJobs>