

POSITION: Library Director

LOCATION: James L. Hamner Public Library, Amelia Court House, VA

CLOSING DATE/TIME: Open Until Filled

SALARY: \$60,000 - \$70,000

JOB TYPE: Full-Time, Exempt

DESCRIPTION: The James L. Hamner Public Library is the public library for Amelia County, VA, a rural locality with a population of about 13,000. The library is a single building with no branches and has a governing board of trustees. With a \$450,000 annual budget the library employs up to seven staff and holds over 33,000 physical items. The library's mission is to facilitate connections that provide free learning opportunities to the residents of Amelia County. Learn more about the library at www.hamnerlibrary.org.

The Library Director is responsible for overseeing all aspects of the library's functions.

The Library Director must provide their own transportation in the conduct of duties.

KEY RESPONSIBILITIES:

- Responsible for all areas of library administration, finance, acquisitions, public services, stakeholder relations, and marketing
- Develops personnel and service policy recommendations for the governing Board of Trustees
- Ensures compliance with laws, reporting to and advising the Trustees
- Participates in strategic planning with the Trustees
- Prepares and administers a fiscal-year budget (familiarity with Excel for accounting and QuickBooks is a plus)
- Recruits, hires, trains, and manages library staff (currently 5 FTE)
- Works closely with the Library Board of Trustees, Friends of the Library, and other stakeholders to fulfill the library's mission

EDUCATION AND EXPERIENCE:

Required:

- ALA-Accredited MLS
- Eligible for Professional Librarian Certification in the Commonwealth of Virginia
- 5 years library experience with at least 2 years in a senior or management role

Preferred

- Public library experience
- Experience working with small local governments
- Experience working with a governing board of trustees

APPLICATION INSTRUCTIONS: To apply, e-mail a cover letter with examples of how you meet the key requirements and your résumé to trustees@hamnerlibrary.org.

In the e-mail subject line put “YourLastName Director Application.”

Label the cover letter file “YourLastName_CoverLetter” and the résumé “YourLastName_Resume.” Both files must be sent as PDFs.

The James L. Hamner Public Library is an Equal Opportunity Employer that maintains a drug-free workplace. Background and drug screens are required.