The Board of Trustees of the Charlotte County (VA) Library is seeking an experienced and dedicated professional to serve as its next Library Director.

Located in beautiful Southside Virginia, Charlotte County has a population of 12,000. Residents enjoy a rich local history, a central location between Richmond, Lynchburg, and Raleigh, and a variety of attractive opportunities for a rural and peaceful lifestyle. The Charlotte County Library was established in 1937, and has built an enduring and remarkable legacy of excellent public library service to the citizens of the county. The library still operates from its original headquarters at a historic property in Charlotte Court House, and now also includes active branch libraries in the communities of Keysville, Wylliesburg, and Phenix. In addition to the Library Director, the library employs a staff of 2 full-time and 4 part-time team members. With an annual budget of $300,000, the library offers a diverse collection of over 50,000 physical items, as well as a variety of digital items and services.

Under the direction of the governing Board of Trustees, the Library Director manages all aspects of the library operation. The Director is responsible for acquisitions, cataloging, circulation, budgeting and finance, staffing and training, planning, reporting, technology, programming, public relations, and advocacy. The Director develops and implements policy and procedures to guide each of these functions. The Director stays abreast of current principles and practices in the field of public librarianship, and with this perspective directs the Library Board and staff toward new, enhanced, and improved services. The Director assumes a leadership role, at the library and for the community, and in this role the Director serves as a model for the vision, ideals, and standards of service the community has come to expect.

A master’s degree in library science from an ALA-accredited program is required for this position. Excellent oral and written communication skills are also essential. Other important qualifications include: significant experience working in public libraries, preferably with management/administrative responsibilities; the ability to establish effective working relationships, with staff and with the public, in a friendly, tactful, efficient, and helpful manner; good organizational skills, and the ability to prioritize; a willingness to learn, and to adapt to a continuously evolving array of opportunities and expectations; and a genuine commitment to public service.

The starting salary for this position will range from $52,000 – 60,000, depending on experience and qualifications. The position also includes an excellent package of state and local benefits.

Employment in this position begins in April 2023. To apply, send a resume, a letter of interest, and three professional references by February 15.

Mail: Director, Charlotte County Library, PO Box 788, Charlotte Court House, VA 23923
Email: cclib@yahoo.com
Questions may be addressed to the above contacts.