

CHARLOTTE COUNTY PUBLIC LIBRARY

Library Director

Summary:

The Board of Trustees of Charlotte County Library is currently seeking a Library Director with a vision for the future of the library, experience leading dynamic staff, a deep knowledge of library practices, and a passion for working with a rural community. The Library Director is the chief administrator of Charlotte County Public Library, and is responsible for planning, implementing, and directing all functions of the library – everything from day-to-day operations to long-range planning. As the face of the library, the director must communicate clearly with members of the public, local and state government, community organizations, library staff, and the Library Board of Trustees.

Charlotte County Library is the public library system for Charlotte County, VA (pop. 12,000). With branches in Charlotte Court House, Keysville, Phenix, and Wylliesburg, the library has been serving members of the community since 1937. The Main Library in Charlotte Court House houses the Local History and Genealogy Room, which is open to the public for research purposes. The library has a collection of approximately 37,000 items, and the annual budget is just over \$400,000. A rural county in south central Virginia, Charlotte is known for its rich history, beautiful countryside, good schools, and affordable living. Only thirty minutes southwest of Farmville, and just over an hour from both Lynchburg and Richmond, Charlotte County is close to everything one would need, while still providing the peace and quiet of the countryside.

This position reports directly to the Board of Trustees of Charlotte County Library and is a full-time, 40 hours/week, salaried position, with benefits commensurate with other salaried county employees. Occasional evening and weekend hours are required.

This position will be available starting June 1, 2026.

Essential Functions:

- Provides leadership and vision for the library. Works with library staff, the Library Board of Trustees, county government, library patrons, community organizations, and library volunteers to evaluate current library practices, advocate for the library, plan for continual improvement of the library, and anticipate future changes to the library.
- Administers and manages library budget, including payroll and submitting invoices for payment. Works with the Library Board and Library of Virginia to plan future spending, determine financial priorities, and provide responsible financial stewardship. May pursue funding through grants.
- Fulfills requirements established by the Library of Virginia related to state funding.
- Manages, directs, and supervises the daily operations of the library, including circulation, reference, IT, collection maintenance, acquisitions, cataloging, marketing, and personnel.
- Collects and analyzes library statistics, using information to drive policies, collections, and services. Maintains organized and robust records of library policies, finances, personnel, and

statistics, in accordance with the Code of Virginia and the requirements of the Library of Virginia.

- Evaluates, creates, updates, and enforces library policies and procedures consistently across all locations. Works with the Library Board of Trustees to develop and update major policies.
- Supports and manages library staff through regular staff meetings, staff development, supervision, scheduling, and hiring decisions. May provide staff performance evaluations.
- Works closely with staff to acquire new library materials and maintain collection. The director is the primary selector and buyer for new library materials.
- Evaluates and oversees all library programs. Works with staff to improve, expand, and plan current and future library programs. On occasion, may be solely responsible for certain programs.
- Works closely with third party IT manager to provide reliable, modern, and relevant technologies to library staff and patrons.
- Works with all staff members to promote library collections, services, and programs to the community. The Library Director is also the main advocate for the library in the county government and may attend county government meetings to make requests and answer questions regarding the library.
- Works with library staff and Library of Virginia staff to update and maintain library website.
- Collaborates with and encourages library volunteers, including the Friends of the Library, to advocate for the library and support fundraising activities.
- Works with Library Board of Trustees, local government, and staff to maintain library facilities.
- At times, the Library Director may provide services directly to patrons. This can include but is not limited to: staffing the service desk, working at a branch location, working on an occasional Saturday, working an occasional evening, providing circulation and reference services, and cataloging or processing of library materials.
- Perform other library duties as assigned.

Minimum Qualifications:

- Master's degree in library science (MLS) from an ALA-accredited program.
- Three to five years of experience working in a library, preferably a public library.
- Three to five years of progressively responsible supervisory experience, preferably in a library environment.
- Knowledge of day-to-day library functions and processes, as well as standard policies and procedures in the library field. This includes at least some knowledge of circulation, reference, collection management, acquisitions, interlibrary loan, integrated library systems, cataloging, marketing, and programming. Knowledge of library trends and technologies.
- Knowledge of how to use office equipment such as photocopiers, printers, computers, and multi-line telephones.

- Proficiency with modern technology, including computers, Windows operating system, Microsoft Office Suite, email, internet searching, minor computer troubleshooting, and Office 365.
- Ability to work in a consortium environment in developing electronic collections.
- Willingness to participate in state and regional library partnerships and organizations.
- Possession of a valid Virginia drivers' license.
- Possesses or is eligible to obtain a Virginia Librarian's Certificate

Preferred Qualifications:

- A love of reading and books of all kinds
- Experience working with community organizations
- Experience working and living in a rural community
- Experience creating and implementing programming for any age group
- Experience doing genealogical or local history research
- Experience using WordPress websites or HTML
- Experience using Canva or LibraryAware

Knowledge, Skills, and Abilities:

- Outstanding customer service skills
- Ability to understand and maintain proper patron and staff confidentiality in all transactions and communications
- Ability to learn new technologies quickly
- Ability to prioritize tasks and manage time appropriately, completing tasks on time
- Ability to work independently, with minimal supervision, and exercise initiative and good judgement
- Ability to act decisively and solve problems creatively and in a timely fashion
- Ability to communicate clearly and effectively, both orally and in writing, to individuals or groups, including public speaking
- Understand when to ask for help and delegate tasks appropriately
- Professional demeanor, helpful attitude, and excellent interpersonal skills. Ability to work with and interact with a wide variety of personalities in a positive way.
- Punctual and reliable
- Ability to make change from cash transactions
- Ability to keep library and work areas tidy, organized, and professional-looking
- Ability to provide attention to details
- Has high standards for their own work and continuously looks for ways to improve the library
- Able to remain flexible due to working in a rapidly changing environment which may require changing of priorities, additional responsibilities, or learning new procedures on short notice
- Physical abilities include: seeing and reading clearly, ability to read up close and at a distance, ability to hear clearly when others are using normal tones, ability to continuously handle and

move books and other library materials, ability to lift up to 30 pounds, ability to push wheeled library carts up to 100 pounds, ability to climb stairs, ability to reach for materials that are on the top or bottom shelves, ability to sit at a desk or stand on foot for extended periods of time

Disclaimer Statement:

This is not intended to be an all-inclusive list of job-related responsibilities, duties, skills, requirements or working conditions. Other duties may be assigned based on business needs and the Library Board of Trustees' request.

Benefits:

Health insurance (including dental and vision coverage), life insurance, disability benefits, state retirement system (VRS), paid time off and holidays

Salary Hiring Range:

\$55,677 to \$64,029 – commensurate with experience.

To Apply:

Please email a cover letter explaining your interest in the position, your resume, and three professional references to charlottechlibrary@gmail.com

Position is open until filled.