

Job Purpose:

Oversees, under the supervision of the Library Director, operations of the Appomattox Regional Library System including facilities, staffing, and services. Manages or assists in managing personnel for the Hopewell Library. The position works closely with the library's Administrative and Personnel Services Manager in hiring, developing, and disciplining staff. Takes lead role at the public service level in implementing the library's Strategic Plan and makes recommendations on policy and procedure development. Assists in the planning of the annual budget, including grants. Advocates for the library system. Acts as the Library Director in the Director's absence.

Essential Duties and Responsibilities:

- Manages the day to day operations of the Hopewell Library. Supervises the Branch Services Manager and ensures consistent application of the library's policies, procedures and Code of Conduct at the seven branch locations.
- Supervises the Adult Services professional staff.
- Coordinates communication with the applicable city or county departments and contractors regarding facility maintenance, renovations, and landscaping. Provides guidance and coordinates training to staff regarding safety and security. Handles inquiries related to Code of Conduct, safety concerns, and facility needs.
- Manages or assists in managing personnel matters for the library according to library policy and guidelines. With the Administrative and Personnel Services Manager, coaches and guides the management team in personnel matters. Acts on staff developmental needs; recommends training, counseling, and continuing education. Works with managers to make available and to schedule training and continuing education opportunities.
- Has a significant leadership role in long range planning for the Library System. Communicates mission and strategic emphasis with library staff to achieve goals. Evaluates facilities, services, collections and staffing needs to meet the goals and objectives of the Strategic Plan. Recommends to the library leadership team updates and interpretation of library system policies and procedures. Assists in applying goals and objectives to current and future

services, collection, and staffing. Utilizes information, surveys, and reports to forecast changes in or improvement to services, programs, and staffing.

- Reviews trends and recommends budgeting considerations for staffing, library collections, services/programs, technology, and equipment. Recommends, manages and coordinates grant applications and projects.
- Advocates for the Library System on multiple levels. Promotes library services to community and businesses and identifies and develops partnerships. Leads assigned initiatives for the Library System. Develops and communicates related action plans and forecasts outcomes to the Library Leadership Team. Attends and represents the Library at community, County, and State meetings.

Supplemental Functions: Performs other similar duties as required.

Job Specifications and Qualifications:

Knowledge:

- Library services, practices and trends
- Managerial procedures and policies
- Governmental budgeting practices and policies
- Community structure
- ILS

Skills:

- Leadership
- Meeting facilitation
- Effective written and verbal communication via in-person, phone, and email contact
- Project management

Education/Experience:

- Master's in Library and Information Science from an ALA accredited school and 7 to 9 years of progressively responsible experience.
- Experience leading new projects
- Effective performance management

Licensing and Certifications

- Virginia State Library Professional Certificate or ability to obtain such certification within six months of employment
- Valid driver's license

Physical Abilities and Work Environment

Extended workdays may be required to accomplish tasks and meet workload demands during peak periods. May require extended periods of walking or standing, computer keying, working at a desk, and viewing spreadsheets and other written material. There is also the potential for kneeling, climbing, balancing, crouching, stooping, or crawling, and lifting of objects up to 20 lbs. Specific vision abilities required by this job include close vision and distance vision. The employee will occasionally be required to attend off-site meetings.

Job Type: Full-time - Exempt

Pay: \$75,000 - \$85,000 per year, depending on experience.

Benefits:

- Virginia Retirement System hybrid retirement
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Short-term disability insurance
- Paid time off
- Paid sick leave
- Employee assistance program

Work Location: In person primarily at the Hopewell Library, 209 East Cawson Street, Hopewell VA . Work may require travel to the library's seven branches.

Contact: jobs@arls.org or <https://www.arls.org/employment-2/>