



HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 | (804) 966-2480 | www.heritagepubliclibrary.org

POSITION: Library Director

SUMMARY

The Heritage Public Library (HPL) Director is responsible for establishing, implementing, and communicating strategies, direction, plans, and programs for the operation and growth of the HPL system to suit the needs of the community and to direct the efforts of library staff and volunteers under the policies, guidance, and at the pleasure of the HPL Board of Trustees.

The director will be an effective administrator and community engager. The director must possess library management skills including a working knowledge of technological resources and advancements in the field, a knowledge of budgeting and long-range planning, and an understanding of successful cooperation with elected officials, boards, commissions, other community agencies, and citizens. HPL is governed by a Board of Trustees, appointed by New Kent and Charles City counties.

THE COMMUNITY

The Heritage Public Library is a public 501(c)3 regional library serving the rural counties of New Kent and Charles City, with a combined population of @ 30,000. Ideally located a short commute between Richmond and Williamsburg with four exits off I-64. New Kent County was recently recognized as the fastest growing locality in Virginia. The library has an annual budget of \$560,000 with a staff of 15 part-time employees and a collection of 45,000 physical items.

QUALIFICATIONS

The director must have knowledge of, and/or be able to perform, the following:

- Professional public library operations and services.
- Current trends and developments in the fields of leadership, management, public administration, and library sciences.
- Finance and accounting, including financing methods, public and private funding sources; and budget development.
- Experience with generating grant proposals.
- Pertinent Federal, State, and Local laws, regulations, and ordinances as applicable to libraries.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of developing teams, motivating employees and managing in a team environment.

- Practices for efficient and cost-effective management of resources.
- Experience working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Ability to give effective oral presentations.
- Develop and implement staff goals, objectives, policies, procedures and work standards.
- Establish and maintain effective working relationships with staff, volunteers, Board members, county officials, and all constituents.
- Work constructively with the Library of Virginia in advancing state goals and state library initiatives.

EDUCATION & EXPERIENCE

- Master's degree in library science from an ALA accredited institution or must complete this degree within 2 years of employment.
- 3 years' library experience with at least 2 years supervisory experience or an equivalent combination of education, training and experience.
- Eligible for Professional Librarian Certification from the Commonwealth of Virginia.

Salary range for this position is \$57,500 - \$75,000 plus benefits

APPLICATION

To apply, email a cover letter, resume, and three professional references to HPLBoard1@gmail.com

Review of applications will begin December 1, 2023, and position will remain open until filled. A full job description can be found at www.heritagepubliclibrary.org. The successful candidate will be subject to a background check prior to employment. Heritage Public Library is an Equal Opportunity Employer.