



## **Assistant Library Director**

The Clarksburg-Harrison Public Library is seeking an outgoing, community-focused, and collaborative leader with management skills and experience to be our new Assistant Library Director. This is primarily an administrative position with an opportunity to gain a variety of skills and experience in project management, budgeting, library operations, and policy creation. A Master's degree in Library Science is required. In addition to an MLS, progressively responsible experience in library operations including supervisory experience is preferred. This is a full-time, exempt, 40+ hours/week position which may require a variable schedule including evenings and weekends depending on the needs of the library. The work requires a flexible and organized approach to handle a significant amount of detail over a wide variety of areas. The person selected for this position will gain experience working with boards including the CHPL Board of Trustees, Foundation Board of Directors, and the Friends of the Library Board.

The Clarksburg-Harrison Public Library is one of five independent libraries in Harrison County, WV, and serves 51,315 people located throughout the county with an annual budget just under \$1,000,000 employing over 20 staff. This is an exciting time at CHPL as we reimagine library services with a vibrant outreach service in our custom Sprinter van that provides materials and library programs to communities throughout the county reaching 30 locations and connecting with around 1,000 people a month. The library emphasizes STEM instruction and provides tech assistance and experiences through in-house and outreach programs including virtual reality, 3-D creation, robotics and more. We boast of our newer tool lending library providing power tools and gardening equipment, along with a new memory lab where outdated media can be transferred onto modern means for preservation. The library campus consists of two buildings in downtown Clarksburg, one dating from the 1840s and another built in the 1970s. An additional library branch is located in Salem in the Salem Community Center.

Clarksburg is located in north-central West Virginia with beautiful scenery and outdoor activities, low cost of living, and within easy driving distance of Pittsburgh, Columbus, and Washington, DC. CHPL's Board of Trustees is very active and engaged, and the library receives great support from its Friends and Foundation.

Under supervision from the Library Director, the incumbent will perform administrative tasks including planning, budgeting, and directing library operations to support the library's mission and strategic goals and will work closely with library departments to evaluate and improve services.

### **Essential Job Functions**

Provide leadership to set and achieve patron-centered goals consistent with the library's mission and strategic plan.

Guide and empower library staff in the development and delivery of services that actively engage the community and exceed patron expectations.

Learn and become proficient at all staff assignments; serve as backup to replace staff when necessary.

Conduct group and one-on-one staff meetings. Coordinate training to ensure all library staff have knowledge and proficiency needed to perform all aspects of their work assignment.

Model and promote behavior and standards of performance that promote a work environment that emphasizes professionalism, accountability, service, and respect for and kindness toward others.

Exercise initiative and good judgment in completing tasks, including in situations not clearly defined by precedent or established procedures.

Respond to patron, personnel, and facilities issues in the absence of the Library Director or as needed.

Assist with coordinating building maintenance and repairs.

Attend and record minutes at the monthly meetings of the CHPL Board of Trustees and quarterly meetings of the CHPL Foundation; assist the Library Director with preparation for meetings.

Attend monthly meetings of the Friends of the Clarksburg-Harrison Public Library and provide information about library activities; work with staff to formulate and present budget requests to the Friends for funding of library programs and projects.

Attend community meetings both to represent or speak on behalf of the library and to gain knowledge of community needs; in these contexts, provide realistic and manageable goals for library participation in community projects.

Gather the library's monthly departmental activity and statistical reports; compile reports for the CHPL Board of Trustees and WV State Library. Complete monthly report to highlight accomplishments.

Analyze statistical data to inform decisions related to planning of library services and programs; identify needs for additional data/information and create strategies to obtain it.

Plan and participate in community needs assessment to inform planning and goal setting.

Meet regularly with departments to consult, assist with planning, assess quality of services, and provide guidance to set and achieve departmental goals.

Work with departments to obtain information related to annual and ongoing budgetary needs for both general operations and special projects.

Assist the Library Director with annual budget planning and regular budget monitoring.

Assist with or lead grant writing efforts to obtain funding for special projects. Be aware of both local and national grant opportunities and consult with the Library Director to select grants that fit the library's mission and goals.

Manage and complete projects. For grant-funded projects complete all necessary grant reporting to the highest standards and in a timely manner.

Represent the library at community events and in media interviews.

Regularly communicate with staff, patrons, and board members honestly and openly and in a way that promotes understanding and collaboration through active listening and interest.

Use and evaluate the library's current communication channels and make recommendations for improvements.

Take initiative in identifying and addressing needs of library patrons, staff, volunteers, and support organizations.

Evaluate the library's buildings for ease of use including signage and way finding; make recommendations to improve/enhance patron ability to easily navigate through buildings and across the library campus.

Assist with updating information on the library's website or redesigning content areas as needed.

Assist the Library Director with prioritizing existing projects; manage selected projects.

Assist the Library Director with reviewing current library policies and assist with needed policy revisions.

Assist the Library Director with evaluating current paper files and making decisions about digitization or organization of files to facilitate information retrieval.

Assist with hiring processes, including review and revision of job descriptions, interviewing, and candidate selection.

Assume responsibilities of Library Director in the Director's absence.

Complete continuing education annually that adds to comprehensive knowledge of library operations and current library trends and skills relevant to current work assignments or related to future library goals. Assist other staff with awareness of continuing education opportunities.

Participate actively in local and state consortium meetings.

Maintain membership and involvement in state and national library associations relevant to public libraries.

### **Education Requirements**

Master's degree in Library Science from a program accredited by the American Library Association

### **Required Knowledge, Skills and Abilities**

Understanding of library operations, departmental functions, and interdepartmental relationships

Thorough knowledge and expertise in at least one area of library operations

Basic knowledge of laws impacting libraries including open meeting laws

Knowledge of current trends in public libraries

Knowledge of grant writing basics

Knowledge of basic budgeting and budget reporting

Current computer and technical knowledge sufficient to provide patron instruction, trouble-shooting assistance, and staff training; ability to work with hardware and software vendors to describe needs and collaborate in product selection and problem resolution

Skills in using a variety of software including mobile apps, communication tools, videoconferencing, and content management systems common to libraries

Organizational skills that allow for effective storage and retrieval of large amounts of information needed to operate the library

Ability to establish and maintain effective working relationships both within the library and externally

Ability to lead, motivate, and provide feedback to staff even in challenging situations

Ability to maintain control, be calm and flexible, and respond quickly when emergency situations arise

Ability to solve problems creatively by developing feasible, realistic solutions that take into account future impacts

Ability to speak effectively and comfortably, particularly with large groups

Ability to write effectively and persuasively and express complex concepts in ways that are easy to understand

Ability to manage change effectively and provide leadership to assist staff with adjusting to change

Ability to apply intellectual freedom principles to library services; ability to explain, defend, and promote those principles

Possession of a valid driver's license and access to a personal vehicle

### **Preferred Qualifications**

Three or more years of public library experience (pre- or post-MLS) with increasing responsibility

Experience leading a department or supervisory experience

Grant writing / grant administration experience

Experience with using staff-side ILS functions, TLC LS2 preferred

Proficiency with Microsoft 365 or Google Workspace

### **Salary and Benefits**

Salary for this position will be based on qualifications and experience; starting salary range is \$45,000 - \$48,000 per year. Health benefits (individual coverage) are paid 100% by the library; supplemental insurance available. Full-time employees participate in the West Virginia Public Employees Retirement System. Vacation, holiday, and sick leave provided.

### **To Apply**

Send the following documents as a single attachment to Shannon Beam, Library Director, at [sbeam@clarksburglibrary.org](mailto:sbeam@clarksburglibrary.org) or through Indeed.

- Cover letter that discusses qualifications and your interest in this position
- Current resume
- Contact information for three references that can speak to your experience, skills, and work performance

**First round of scheduling interviews will begin on February 6, 2026.**

**Position will remain open until filled.**