

Director – Cabell County Public Library (CCPL)

SUMMARY: This top-level administrative position is responsible for oversight of all operations of CCPL, including understanding the library's past, day-to-day operations in the present, and mapping a plan for the future. The Director works with the Library Board to provide policies and ensure that finances and personnel are available with which excellent library service is offered to the community; and represents the library to the community and at state, regional, and national meetings.

Description of Library

CCPL celebrated its 100th anniversary in 2002. The current building was built in 1980 and its seven branches have all moved into new facilities since that time, with the newest scheduled for completion in the spring. The annual budget is over \$4M. Funding from the County Commission and Board of Education is mandated by law from property taxes. Funding from the state depends on an annual appropriation to the WV Library Commission. Cabell serves as a Service Center Library for several counties and operates as Western Counties Regional Library. It serves as the fiscal agent for the libraries and catalogs all materials. The Library Board is a public corporation and its five members are appointed by the County Commission, Cabell County Board of Education and the City. CCPL won the 2021 National Medal for Museum and Library Service.

Description of Community

Huntington is the largest city in the region and is celebrating its 150th anniversary in 2021. Cabell population is 94,350 but the region's population totals 292,823. Loss of population is a problem for several counties; however, Putnam County gained population in the 2020 census.

Compensation: Hiring range will be \$80,000 to \$100,000 based on qualifications and experience with an excellent benefit package.

Responsibilities:

- To act as technical advisor to the Board; by reporting to the Board at its meetings concerning the condition and status of the library and its activities along with recommending the annual budget, needed policies, or changes and improvements in physical plants and/or services of the library.
- To be responsible to the Board for all operations of the Library including approving the hiring of personnel, terminating of personnel during and after probationary period, and granting leaves of absence without pay; for the filing of all reports as required by the West Virginia Library Commission and by state and local officials and for assuring that the Library is in accordance with all local, state, and federal regulations; for carrying out the policies as adopted by the Board; and for prudent fiscal management of the Library's financial resources.
- To supervise administrative staff including maintenance, computer, business office, and human resources.

- To serve as an intermediary between the Board and the staff.
- To be responsible for knowing local and state laws; to actively support library legislation in the state and nation; affiliate with the state, regional, and national professional organizations and attend professional meetings and workshops.
- To maintain an active program of public relations and represent the Library to the community.
- To be responsible for book and other materials selection; responsible to see materials come into the library throughout the year; responsible to the community to see all views are represented in the collection and that the collections are responsive to the needs of the community.
- To act as a consultant/advisor to affiliate libraries; attend affiliate library board meetings as required; work with Friends of the Library, and the Tri-State Literacy Council.
- To perform other reasonable related duties (with appropriate accommodation if necessary) as required.
 - a. Participates in various organizations in the community and state where appropriate, i.e. Rotary, Chamber of Commerce, Delta Kappa Gamma, etc.
 - b. Acts as Library's major fundraiser as need arises. This includes finding and writing grants as appropriate.

REQUIREMENTS: Seven years prior experience in areas of increasing responsibility.
 Ability to communicate with all levels of society
 Demonstrated strengths in leadership, planning, budget preparation, community outreach and public relations
 Knowledge of computer applications
 Demonstrated ability to work both independently and in partnership with others in the organization
 Evidence of significant participation in professional organizations

EDUCATION: Masters of Library Science from an ALA-accredited school.

TO APPLY: Send a cover letter, three professional references, and resume to Search Committee, Cabell County Public Library, 455 Ninth Street, Huntington, WV 25701 or email sean.laishley@cabellcountylib.org. The deadline for applications is November 19, 2021.