

## **LISTING for Library Director**

### **Library Director, Mathews Memorial Library, Mathews, Virginia**

The Mathews Memorial Library Board of Trustees seeks a Library Director with a passion for community service and a dedication to offering high-quality, innovative library programs, services and resources to patrons of all ages.

The Mathews Memorial Library serves a small, waterfront community of just over **9,000** residents, with 3,276 of them being library patrons. Over the years, the library has made significant progress in both expanding its physical space and enhancing its role as a center of learning within the community. In addition to its current collection of over 46,000 items, the library, partnering with the Mathews County Historical Society, Inc., houses their respective collections of archival research materials, memorabilia and books related to Virginia. In recognition of its outstanding service to the community, the library was selected by the Institute of Museum and Library Services in 2005 as the best rural library in the United States.

Mathews County is a scenic peninsula along the Chesapeake Bay with 214 miles of shoreline. Mathews offers a slow-paced, small-town feel with no traffic lights and a historic Main Street. It is a rural, secluded community known for its maritime history, local seafood, and quiet, natural beauty. In addition to water and wildlife enthusiasts, artists, writers and retirees across the U.S., attracted to the charm and tranquility of the area, have moved to the county, making it a vibrant community.

### **General Statement of Duties**

The Library Director will serve as the chief administrator of the Mathews Memorial Library, reporting directly to the Board of Trustees and will provide leadership and vision, building on the library's existing stature, implementing and enhancing the library's innovative programs and continuing its community involvement.

The Director will lead and inspire the library's dedicated team of professionals, establishing a work environment that honors the unique skills of each one, enabling each to work professionally with autonomy. The Director will maintain effective communication with the Board of Trustees, the Friends of the Mathews Memorial Library and the community, while representing the library to civic organizations, businesses, nonprofits, schools and county government.

## **Essential Duties and Responsibilities**

- Oversee the implementation of policy, services, programs, funding strategies, budgeting, facility maintenance, technology and I.T. training
- Develop and recommend the annual library budget and provide oversight of its implementation
- Develop and implement strategic goals and manage fiscal resources in partnership with the county Fiscal Officer and the Library of Virginia
- Fulfill requirements established by the Library of Virginia related to state funding
- Lead efforts to secure funding through grants and other opportunities
- Secure and oversee contracts executed for good and/or services
- Oversee and support outreach programs
- Maintain and enhance the library website and digital collections
- Maintain and support acquisitions for the library's genealogical collections and archival research materials
- Maintain an active program of public relations
- Oversee hiring, and staff development; and conduct periodic staff performance evaluations
- Approve selection of all books and other library material.

## **Essential Knowledge and Skills**

- Comprehensive knowledge of all phases of library work and administration
- Familiarity with Virginia state statistical reporting systems
- Strong management and leadership skills to deliver quality services efficiently
- Ability to act decisively and solve problems creatively and in a timely fashion
- Excellent written and verbal communication skills, including public speaking
- Competent technical skills, including word processing; spread sheets, etc.
- Ability to maintain respectful relations with staff, patrons and volunteers
- Strong customer service skills; ability to explain library policies and rationale for decisions in delivery of service
- Knowledge of marketing and promotion of the library and its services
- Familiarity with Integrated Library Systems (ILS) or Library Management Systems (LMS)
- Up to date knowledge of current library technologies, digital resources, and online services
- Familiarity with content management systems for library website development
- Ability to work in a consortia environment in developing electronic collections
- Willingness to participate in state and regional library partnerships and organizations.

**Requirements:** Preferred qualifications: A master's degree in library science from an ALA-accredited institution. Candidates with an undergraduate degree will be considered if they are willing to begin work in an accredited program and receive the master's degree within three years.

**Salary:** Compensation dependent on qualifications.

### **Benefits**

State Health Benefits including Dental and Vision Coverage  
Life Insurance  
Disability Benefits  
Paid Time Off and Holidays  
Virginia Retirement System  
Optional Deferred Compensation Savings Program

### **Application Submission**

Interested candidates should complete the application form found on the Mathews County Website [County-Employment-Application-PDF](#) along with a cover letter, stating why you are interested in this position. You may include your resume, if it contains additional information that you think is pertinent.

Send the completed application to the following address:

**County Administration Office  
P.O. Box 839  
Mathews, VA 23109**

Applications must be received by the end of the business day on the announced deadline date. Applications are not kept on file after a position has been filled.

**The search for this position closes on March 27, 2026.**

### **More Information**

For more information about our library and its services, visit our website: [Mathews Library.org](#). To learn more about Mathews County, visit the Visitor's Center website: [Mathews County Visitor Center - Mathews County Visitor & Information Center](#)

