POSITION: Library Director
LOCATION: 157 Main Street, Appomattox, Virginia, 24522
CLOSING DATE/TIME: position is open until filled
SALARY: $47,350
JOB TYPE: Full-time (9:00AM-5:00PM Monday-Friday), Exempt

The Board of Trustees of the Appomattox County Library is seeking a dedicated library professional to serve as its next Library Director.

Description:
The J. Robert Jamerson Memorial Library is the public library of Appomattox County, a rural community in central Virginia with a population of just over 16,000. The library is operated from one location on Main Street in downtown Appomattox. Lead by the Library Director, a staff of 7 maintain a collection of over 30,000 physical items and provide educational, cultural, and recreational programs to the Appomattox community.

To learn more about the J. Robert Jamerson Memorial Library, visit www.JRJML.org.

Responsibilities:
Under the direction of the Library Board, the library director is responsible for overseeing all aspects of the library’s daily functions. The director is responsible for acquisitions, cataloging, circulation, budgeting, finance, staffing, training, planning, technology, programming, public relations, and advocacy. With the guidance of the library board, the director develops policy and procedures to guide each of these functions.

Due to the nature of this position, the library director will be the library's direct liaison with the rest of the county departments. This includes the County Board of Supervisors, the County Administrator, the County Treasurer, maintenance, information technology, and other departments. Throughout their work, the library director is expected to maintain excellent oral and written communication, excellent organization, and the willingness to learn and adapt to changing circumstances.

Education and Experience:
Required:
- ALA Accredited MLS/MLIS
- Must be eligible or hold a Professional Librarian Certification in the Commonwealth of Virginia
- Must have an understanding of current best practices in libraries and a willingness for continuing education.
- A minimum of two years of library experience with supervisory and budgetary duties. Five years is preferred.
Preferred:
- Experience working with a governing board of trustees.
- Experience working with a local government.
- Familiarity with Excel and the TLC integrated library system.

Benefits Include:
Virginia Retirement (VRS), the opportunity for health insurance, paid holidays.

TO APPLY:
Email a resume and cover letter to libraryboard@jrjml.org
In the subject line, put "LastName Firstlnitial Director Application"
Please label the cover letter "LastName Firstlnitial Cover Letter" and the resume "LastName Firstlnitial Resume" each must be sent as PDFs

You will also be required to complete an Appomattox County Employment Application. A county employment application can be found at:
www.appomattoxcountyva.gov/your-government/employment-opportunities
or can be picked up at the County Administration office at 153A Morton Lane, Appomattox, VA 24522.