

The Board of Directors of the Mary H. Weir Public Library of Weirton, West Virginia is pleased to announce their search for a dynamic librarian with proven leadership qualities to direct this historic, community library. The Library is located in the center of downtown Weirton and is affiliated with the Swaney Memorial Library and the Lynn Murray Memorial Library in Hancock County. This is an exciting opportunity for a new director to lead the Mary H. Weir Library into its next era.

The successful candidate will be enthusiastic and creative, with a vision for how this community library can anticipate and meet the needs of the local residents, in a changing landscape of technology and library services.

RESPONSIBILITIES

- Deliver both traditional and emerging library services to a community of >20,000 residents with a broad range of interests and needs
- Enthusiastically guide the library's staff with creativity, vision and respect
- Maintain and grow the current level of engagement in the community
- Judicially manage the attainment and administration of public funding (city, county, state) while seeking additional, diverse sources.
- As the head of a City of Weirton Department, participate in governance activities and build robust relationships with City leaders and administrators. Represent the interests of the Library at meetings and participate in local initiatives as appropriate
- Oversee the review and purchase of assets for the Library's collection, including digital as well as print, and other formats
- Oversee the required reporting to the West Virginia Library Commission and other state entities, as required
- Identify, prioritize and implement various capital improvements to the Library's facilities while addressing the needs of a diverse patronage

MINIMUM QUALIFICATIONS

- At least three years of management, supervisory or administrative work experience in a library
- A master's degree from an American Library Association accredited program in a library-related discipline

DESIRED SKILLS

- Strong communication skills, both oral and written, including public speaking
- Ability to both lead and work with teams; skilled facilitator of group discussions
- Proven management and leadership skills. Actual experience supervising staff

- The ability to attract, develop, mentor and retain talented staff members
- Ability to connect with the local community, and to maintain effective working relationships with professional colleagues, peers, patrons, local civic and educational leaders and the public in general
- Experience working with a Board of Library Trustees
- A demonstrated passion for new technology and expertise in utilizing the resulting opportunities. Familiarity with current trends in library services
- Ability to manage funding in an unreliable and changing environment
- Experience managing budgets, and being accountable for publicly derived funding such as levies, donations and municipal funding
- Ability to prioritize and focus on important objectives using organizational and time-management skills
- Familiarity with current software necessary for communication and staff management including presentation and document creation programs, mail services, video conferencing and financial management software
- Familiarity with the relevant West Virginia state code and federal legal provisions concerning the operations of a library, in the context of a local government

POSITION AND APPLICATION DETAILS

- The position is currently open. The Directors intend to fill the position as soon as possible.
- The Executive Director position is a Grade 4 - 5 with a pay range of \$45,000-\$80,000. Benefits include generous paid time off, healthcare insurance and contributions to a retirement fund. This position is not a Civil Service position and is not covered by the Administrative Rule of the WV Division of Personnel.
- The successful candidate will be located at the Mary H. Weir Library in Weirton, West Virginia. Weirton is situated in the Upper Ohio Valley and is a short drive to Pittsburgh, Cleveland, Columbus, Morgantown and Wheeling, WV.
- Staffing hours will be set by the director but must include some evening and Saturday hours each week. State holidays are observed.
- Limited travel may be necessary.
- The open position of Assistant Director will be filled after the Executive Director is installed.
- Please direct your questions to bod1@wvlc.lib.wv.us
- Submit your cover letter and resume to bod1@wvlc.lib.wv.us or mail to Mary H. Weir Public Library, 3442 Main Street, Weirton, WV 26062, attention Search Committee. Remote interviews will commence February 2, 2026. Position will be open until filled.
