

Library Director
Pendleton County Public Library

Closing Date: Friday, February 20, 2026 @ 5 pm

Pay: From \$25,000 per year

Overview:

Join us as Library Director and lead a vibrant, dynamic rural library community! In this pivotal role, you will oversee all aspects of library operations, ensuring that resources, services, and programs meet the diverse needs of our patrons. Your leadership will inspire innovation, foster collaboration, encourage cultural awareness and promote lifelong learning. As the cornerstone of our institution, you will manage staff, develop strategic initiatives, and champion community engagement to create an inclusive and enriching environment for all visitors.

Responsibilities:

- Develops and implements appropriate and effective library policies and procedures.
- Maintains library collections, encompassing the purchasing, cataloging and weeding of materials.
- Oversees the operation of library circulation utilizing the Library's ILS system.
- Develops and coordinates educational and cultural programs and events for children and adults.
- Develops and manages the library budget.
- Coordinates Library interactions with the state government and Library Commission.
- Supervises, trains and evaluates library staff.
- Manages the Library's physical facilities, ensuring necessary maintenance/repairs are accomplished.
- Manages the Library's technology resources; regularly addressing updates and other needs.
- Develops and maintains the Library's outreach efforts and its social media presence.

Benefits:

Flexible schedule / Paid time off

Education:

Bachelor's (Preferred)

Experience:

Library services: 2 years (Preferred)

To Apply:

Forward your resume and cover letter to:

Pendleton County Public Library
PO Box 519
Franklin, WV 26807
pendleton.wv.library@gmail.com

Or contact the Library for more information:

(304) 358-7038