Pendleton County Public Library
256 North Main Street / PO Box 519
Franklin, WV 26807
304-358-7038
http://pendleton.lib.wv.us

Library Director:

Pendleton County Public Library is searching for an energetic and resourceful leader for the position of Director. The Director supervises all aspects of library operations and works under the Library Board.

**Essential Duties and Responsibilities** include but are not limited to:

- Develops library policies under the direction of the Library Board and prepares procedures to carry out policies
- Hires, trains, supervises and evaluates all library staff
- Oversees the selection, ordering, cataloging and processing of library materials
- Prepares an annual budget and maintains records of all library income and expenditures
- Prepares reports and statistics as required by the State of WV and other agencies
- Plans and promotes library activities with staff assistance, including summer reading programs and interactions with county schools
- Supervises correspondence and record keeping activities
- Assists with circulation desk duties as needed
- Prepares and distributes library publicity and informational materials
- Supervises and participates in patron requests
- Represents the library and presents reports at meetings of the Library Board, Pendleton County Commission, Pendleton County Board of Education, Friends of Pendleton County Library, and other groups as required
- Supervises the weeding of library materials
- Directs the activities of volunteers
- Participates in continuing education and attend professional meetings

Applicants for this position must have prior management, administrative and accounting/financial experience. Candidate must be proficient with MS Windows, MS Office and possess ability to learn TLE, the library’s integrated library system. The library offers a benefits package that includes vacation, sick leave and paid holidays.

This is a full-time position at 28 hours per week. Library hours are Tuesday through Friday from 10am-5pm. Library is also open on Saturday from 9am-3pm, however, the Director is only expected to work on Saturday if other staff are not available.

Please apply by sending a cover letter and resume to r.mcconnell@ephlibrary.org.