

The Parkersburg & Wood County Public Library is seeking a Library Director. We are a multi-branch public library system, including a Bookmobile, serving a community of around 80,000 individuals in Wood County, WV. PWCPL employs 40+ people and has an annual circulation of about 350,000 items. The ideal candidate will have a Master's Degree in Library Science from an ALA-accredited school plus five (5) years of full-time experience in a supervisory role. Candidates with a Bachelor's Degree and at least five (5) years full-time experience in a supervisory role will also be considered. Salary range is \$70,000 - \$80,000 annually. Relocation expenses may be offered as part of a hiring package. Please submit a cover letter, resume, and three (3) professional references to directorsearch@parkwoodlib.com. Applications will be accepted until October 5th, 2026.

Job Summary:

The Director serves as administrator of the library. The Director plans, organizes, and administers the operation of the library according to the policies, rules, and authorities delegated by the Board of Trustees. The Director assesses opportunities and challenges to the organization and develops strategies for effective management without compromising vision and values. The Director supervises all other library personnel.

Minimum Requirements:

A Master's degree in library science from an ALA-accredited school of Library Science, and at least five (5) years of full-time library experience in a supervisory role is preferred. A Bachelor's Degree, and at least five (5) years of full-time library experience in a supervisory role will also be considered.

Require Competencies:

1. Ability to communicate effectively in a consistent, friendly, and courteous manner.
2. Knowledge of the theories, principles, and techniques of librarianship.
3. Knowledge of library administration and management techniques, including state Library Laws.
4. Knowledge of the functions and responsibilities of a Library Board of Trustees.
5. Ability to implement current public library standards, methods, and techniques. Ability to manage library budget systems, performance appraisals, job classifications, and compensation.
6. Ability to oversee a basic collection development plan, including approved selection methods, classification, and cataloging and related technical administration.
7. Ability to prepare and present accurate and informative statistical and technical reports.
8. Ability to develop and manage convenient, accessible, and cost-effective facilities and services that promote and support the organization's mission and strategic direction.

Essential Duties:

1. Formulates and recommends policies to the Library Board. Implements and reviews library policies, procedures, and practices. Interprets policies for the library staff and the public.
2. Recruits, hires, trains, supervises, and evaluates all library staff.
3. Assists the Library Board in developing a long-range plan that promotes and supports the organization's mission. Prepares annual budgets that reflect the library's mission.

4. Prepares for and attends Library Board meetings. Plans and conducts staff meetings.
5. Advocates for library and information services to the public and to decision-makers.
6. Directs the development of a balanced program of library services designed to meet the needs of the local community.
7. Establishes and maintains effective work relationships with stakeholders and the public.
8. Investigates additional sources of funding and works with library support groups. Seeks out other libraries for group discounts, shared grants, and networking.
9. Establishes policies and funding for in-service training and continuing education for employees.
10. Monitors legislation related to libraries and keeps stakeholders informed.
11. Prepares narrative and statistical reports.
12. Represents the library at professional meetings, conferences, and seminars