

## **Director - Library Development Services**

### **Position Overview**

The West Virginia Library Commission is seeking a dynamic, experienced librarian to join the senior management team as Director of Library Development Services. The position coordinates and manages programs and activities of the agency that enhance library services throughout the state. It provides opportunities to work closely with state agencies, other state libraries, and, most importantly, the statewide library community. The position is responsible for developing and implementing goals of the agency's Library Services and Technology Act Five Year Plan. It is also responsible for supervising a staff of 3-4 professional librarians who provide consultant services and program support to library directors, staff and trustees. Program areas include continuing education, services for adults and youth, statewide databases, strategic planning, and data collection and analysis.

### **The Department**

Library Development manages state and federal programs that expand and enhance library services to every West Virginian. These programs are designed to meet state and national goals defined by the Library Services and Technology Act (LSTA), a federal program administered nationally by the Institute of Museum and Library Services (IMLS) and in West Virginia by the West Virginia Library Commission. The 2013-2017 plan for West Virginia is titled Creating a State of Learners.

### **Essential Duties**

- Coordinate statewide library development activities in a variety of areas, such as continuing education, federal grants, and services to adults and youth.
- Coordinate the evaluation of library programs, including developing and implementing evaluation criteria.
- Serve as Library Services and Technology Act (LSTA) Coordinator and manage the state LSTA program activities in compliance with federal requirements.
- Plan and manage the staff and activities of the Library Development Services unit, including a vigorous site visit program, to best meet the needs of libraries in West Virginia.
- Provide assistance and leadership to libraries statewide including reviewing and monitoring programs, services and projects.
- Liaison with national, regional and statewide library professional organizations and groups.
- Contribute to publications and presentations of the West Virginia Library Commission.
- Develop strong relationships with library directors, staff, and trustees statewide and with partner agencies and organizations.

### **Education and Experience**

Candidates must have a Master's degree from a program accredited by the American Library Association and three to five years of progressively responsible management experience in public libraries. The position requires both in-state and out-of-state travel.

## **Compensation and Benefits**

Pay Grade 19. Salary Range \$39,372 – \$72,840. Salary for this position dependent on experience and agency budget. Benefits include annual and sick leave, paid holidays, insurance, retirement plan, deferred compensation plans, and flexible employee benefit plans.

## **How to Apply**

### **Apply Online AND Email Cover Letter & Resume**

<http://agency.governmentjobs.com/wv/default.cfm>

All candidates must submit an application with the West Virginia Department of Personnel. See Information for Job Seekers at

[http://www.personnel.wv.gov/job\\_seekers/Pages/default.aspx](http://www.personnel.wv.gov/job_seekers/Pages/default.aspx)

Candidates are encouraged to also submit a cover letter and resume to [David Riebe](#), West Virginia Library Commission, 1900 Kanawha Blvd., E., Charleston, WV 25305. 304-558-2041. Questions about the position may also be presented to David Riebe.