



Executive Director (Director)

Department: Administration

Supervisor: Library Board of Trustees

FLSA Status: Exempt

Location: Central Rappahannock Regional Library (CRRL), Fredericksburg, VA

Closing Date: July 26, 2024

CRRL is an award-winning regional library system in the historic City of Fredericksburg, VA and the counties of Stafford, Spotsylvania and Westmoreland, midway between Washington, DC, and Richmond, VA. CRRL is a staff-focused organization with a robust system for gathering and addressing employee feedback. At CRRL, we prioritize professional development, work-life balance, and an inclusive team to foster lasting career satisfaction. CRRL is committed to providing quality services and a vibrant learning environment through outreach programs and educational workshops to over 300,000 residents in four jurisdictions. CRRL is home to ten branches, an IdeaSpace maker facility, two satellite locations and a Library Administration Center. The library has an annual circulation close to three million, an annual budget of more than \$12M, and a dedicated and forward-looking staff of over 200. Our region is home to an active arts community, the University of Mary Washington, plentiful outdoor recreation opportunities, and a rich history.

GENERAL DESCRIPTION OF DUTIES

The Executive Director is responsible for developing and supporting all efforts necessary to maintain public library services in support of the regional library's educational mission. The Executive Director works closely with the Board of Trustees to develop short and long range plans, library policies, and budgets. The Executive Director monitors library services, supervises staff and volunteers, coordinates public relations, provides orientation for new Trustees, and stays informed of developments and trends in library services. The Executive Director serves as the regional library's representative to four local governments, serves as liaison to Friends of the Library and, along with the Library Board Chair, is the library's chief spokesperson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advocates for the library to the jurisdictions and the community.
- Recommends and carries out plans for extending library services.
- Develops goals and objectives and policies for the library via strategic and

assessment planning and provides technical advice to the Library Board.

- Supervises and works closely with the library's Deputy Director.
- Closely monitors library revenue and expenditures, prepares and presents the annual budget and reports on library finances.
- Prepares regular reports on the library's progress and future needs.
- Reports regularly to the Library Board, local governments and the public. Represents and delivers presentations and speeches to diverse audiences that support the library's mission, programs and services.
- Maintains an active program of internal and external communications.
- Administers personnel selection, training and evaluation.
- Assures the library's compliance with local, state and federal regulations and laws governing libraries. Actively supports legislation beneficial to the library, knowing local and state laws germane to the library.
- Pursues and oversees application for appropriate grants and ensures the library remains eligible for state and federal grants.
- Participates in relevant professional organizations to keep abreast of current trends and developments affecting libraries.
- Performs other duties as assigned by the Board.

GENERAL REQUIREMENTS

- A Master's degree in library science or MLIS from an ALA-accredited institution and eligibility for professional certification in the Commonwealth of Virginia.
- Ten (10) years of public library work experience with a minimum of five (5) years in administrative positions.
- Excellent verbal and written communication skills, including public speaking.
- Extensive experience in developing and managing budgets for entire libraries and/or substantial library projects.

SPECIAL TRAINING/KNOWLEDGE

- Knowledge of library purposes and standards and of professional library principles, practices and procedures.
- Knowledge of management principles and practices as they relate to the administration of public libraries.
- Ability to plan, organize, develop and implement a comprehensive coordinated library service program.
- Working knowledge of computer systems and the latest online library services.
- Effective interpersonal skills including diplomatic management abilities.
- Ability to establish and maintain positive working relationships with colleagues, other government and community agencies, and the general public.

- A strong desire to support the library's educational mission and to serve the public.

PHYSICAL REQUIREMENTS

- Requires work that involves walking or standing.
- 40 hours per week. Occasional evenings and weekends may be required to accommodate community meetings and special events.
- Ability to sit or stand at a desk and/or computer for extended hours, read computer screens and use computer keyboards.
- Regularly meets with the library staff, local government officials, and the public.
- Provides regular reports to the Library Board of Trustees, local governments and the public.
- Requires a valid Virginia driver's license and the ability to drive.
- The selected candidate will also be required to pass a pre-employment background check to include criminal history and credit history.

SALARY: The starting hiring range is between \$145,000 and \$185,000 (commensurate with experience) and offers excellent benefits, including affordable health insurance premiums and VRS retirement for a total compensation package worth approximately \$175,836 - \$220,744 per year. The starting PTO amount is 4 weeks plus approximately 1 week of PTO earned for holidays.

TO APPLY: Please visit Employment Opportunities at librarypoint.org/employment-opportunities/ and submit a cover letter and resume.

Direct link to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d64a5f92-8077-4e88-99d7-72e109ea2590&ccId=19000101_000001&jobId=506644&lang=en_US