

The West Virginia Department of Arts, Culture & History seeks a dynamic individual with proven leadership qualities to direct the West Virginia Libraries Section.

The successful candidate will be enthusiastic and creative, with a vision for how the Section can adapt and thrive in a changing landscape of library funding and technologies. Through the duties described here, the candidate will serve all 170 public libraries in West Virginia.

The current Director of the Library Section also oversees the West Virginia State Library and its Library Development Department, the West Virginia Special Services Regional Library for the Blind and Print Disabled, the Culture Center Public Reading Room, and the Library Section Administration Department.

The State Librarian reports directly to the Cabinet Secretary of the West Virginia Department of Arts, Culture and History, soon to be the West Virginia Department of Tourism as of **July 1, 2025**.

#### Responsibilities

- Work with public libraries, community groups, and state agencies to develop and implement programs to advance and improve library services across the state
- Oversee the Culture Center Public Reading Room, circulation, cataloging, and public library outreach
- Conduct site visits and attend events and meetings at various public libraries
- Communicate with public library directors across the state frequently
- Share information about statewide databases and resources available to all West Virginians through the library system
- Represent West Virginia in national library-related initiatives, such as the Library of Congress's Center for the Book Program, which entails housing the West Virginia Center for the Book and representing the state at the National Book Festival
- Oversee the West Virginia Regional Library for the Blind and Print Disabled
- Oversee the administration of federal, state, and other grant funds to West Virginia public libraries
- Oversee and prioritize the purchasing for the State Library's databases and resources

- Share updates and information with the State Library Commission at regular meetings and serve as the Secretary for the Commission at these meetings, as specified in state code

#### Minimum Qualifications

- A minimum of three years of management or administrative work experience in a library
- A master's degree from an American Library Association-accredited program in a library-related discipline

#### Desired Skills

- Strong communication skills, both oral and written, including public speaking
- Ability to work on a team and facilitate group discussions
- Ability to adapt to changing funding models
- Ability to adapt to changing technologies
- Proven management and leadership skills
- Ability to understand and manage budgets, including grants management
- Ability to understand and follow West Virginia state code in operations and to propose legislative and programmatic updates, when necessary
- Strong organizational and time-management skills
- Ability to prioritize work effectively
- Ability to establish and maintain effective working relationships with professional colleagues, peers, other office personnel, and the public

#### Position and Application Details

This job opportunity is not a Civil Service position and is not covered under the Administrative Rule of the WV Division of Personnel. This position is located at the Capitol Complex in Charleston, West Virginia, and requires a full-time work schedule during regular business hours. Remote work is not permitted. Limited travel is required.

The position is pay grade 19 with a salary range of \$50,242 – \$88,526.

**Please apply by submitting a cover letter and resume. Cover letters may be addressed to the Acting Cabinet Secretary, Ennis Smith. Please email all resumes to [Perri.K.Bone@wv.gov](mailto:Perri.K.Bone@wv.gov).**