

Job Posting — October 5, 2026

Assistant Director

Mary H. Weir Public Library · Weirton, West Virginia

The Mary H. Weir Public Library in Weirton, WV, is hiring an Assistant Director. Reporting to the Executive Director, the Assistant Director is the library's second-in-command and runs its day-to-day operations: supervising staff, overseeing public service and programming, and guiding collection development. The Assistant Director acts for the Director when needed and joins a small team of experienced librarians at an established community library marking 100 years of service. This position requires a Master of Library and Information Science degree.

What You'll Do

Leadership

- Serve as a full member of the library's leadership team, working with the Executive Director to imagine and shape the library's future.
- Act as the library's second-in-command, standing in for the Executive Director when they are away.
- Help develop library policies and recommendations to the Board of Directors.
- Help the library meet its obligations to key stakeholders, including the City of Weirton and the West Virginia Library Commission.

Staff Supervision

- Supervise staff day to day, including scheduling and public-desk coverage.
- Work with the Executive Director on performance reviews, staff development, time-off approval, and workplace culture.
- Help recruit, hire, and onboard staff.

Public Service, Programming & Collections

- Oversee the public-service desk and the patron experience, setting the standard for customer service and reference help.
- Plan and oversee library programs and events for all ages.
- Oversee collection development and select materials—books, databases, and digital content—with the Senior Cataloguer.

Operations

- Respond first to day-to-day building issues and emergencies, coordinating with the Business Manager and maintenance staff. (Contracts and hands-on repairs belong to other roles.)
- Help with building and space-use decisions.
- Take on other professional duties as assigned by the Executive Director.

What We're Looking For

- Solid knowledge of public library operations: reference, readers' advisory, programming, and collection development.
- Proven ability to supervise, coach, develop, and schedule staff.
- Commitment to public service, intellectual freedom, and equal access to information.
- Strong written and spoken communication, with the ability to connect with a diverse range of patrons and community members.
- Comfortable with library systems (we use Sierra), digital lending (Libby/OverDrive), and Microsoft Office, and open to learning new tools and platforms.
- Ability to own projects, meet deadlines, and solve problems calmly.
- Discretion with confidential patron and personnel information, consistent with federal and West Virginia law.

Education & Experience

- MLIS/MLS from an ALA-accredited program — **required**.
- Supervisory or management experience in a library is strongly preferred.
- Public library experience and familiarity with West Virginia library systems and the WVLN consortium are a plus.

Position & Compensation

Full-time, salaried position at the library in Weirton, WV. Salary range: \$45,000 – \$65,000, commensurate with education and experience, plus benefits. This position is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. Remote work is not available; some evening and weekend hours and limited travel may be required.

How to Apply

Send a cover letter and resumé to Library Director Phil Neilson at philip.neilson@weirtonlibrary.org; questions may be directed to the same address. First consideration will be given to applications received by Friday, October 23, 2026. Interviews begin the week of October 26, 2026, and the posting remains open until filled.

Mary H. Weir Public Library is an equal opportunity employer.