



JOB TITLE: Library Director

The Shirley M. Wright Board of Trustees is accepting applications for an experienced professional to fill the Library Director position. The library is part of the Winding Rivers Library System and serves an outstanding community in Trempealeau, WI.

Ideal candidates must enjoy working with people of all ages and can support the mission and strategic goals of the organization; inspiring growth inside and outside the library.

Library Profile:

The Shirley M. Wright Memorial Library in Trempealeau is in the gorgeous driftless region of Wisconsin along the Mississippi River. With a population of around 1,900 in the village, the library's service population extends to approximately 3,000 residents. Overseen by a supportive Library Board, the Library's impact in the community is great and its work is valued by many. An active Friends of the Library group, Library Foundation, and positive relations with the Trempealeau village board and administration support and advocate for the library in many ways. A current staff team of three delightful and competent coworkers are eager to work alongside the perfect candidate.

Some of the responsibilities of the position include:

Customer Service & Community Relations

- Develop and supervise library staff to deliver friendly customer service to meet the needs of patrons.
- Plan and organize library activities, programs, and services with nimbleness and forward-thinking to address the various needs of the community and make the library accessible to all.

Organizational Growth and Development

- Plan, organize, and regularly evaluate programs and services to support the mission of the library and reflect the needs and desires of the community.
- Makes decisions for the library's present and future that support and promote the mission and strategic goals of the library.

Collection Development and Technical Services

- Select and maintain library resources, including books, media, databases, and other materials that meet the community's needs and desires.

- Oversee and participate in the acquisition, processing, and cataloging of library materials based on the library's approved collection development policy.

Administration & Human Resource Management

- Manage all aspects of library staffing including recruitment, selection, scheduling, evaluations, retention, and termination, if necessary, in conformity with library policy and state and federal law (and any applicable local regulations or contracts).

Board of Trustees Relationship

- Communicate with the library board in a timely manner about any business affecting library operations, including submitting monthly director's reports and financial reports.
- Prepare board meeting agendas in consultation with the library board president. Prepare reports and materials for meetings of the library board and library committees, and other agencies including the local village board, and Department of Instruction, as appropriate and necessary.

PREFERRED QUALIFICATIONS:

- Commitment to the mission and philosophy of public library service
- Excellent leadership skills
- Excellent communication and interpersonal skills in order to manage staff and communicate effectively with patrons
- Ability to work effectively with library trustees, elected officials, and community groups
- Ability to react nimbly to a rapidly changing environment and a willingness to adapt to the evolving, and sometimes temporary, needs of the organization
- Preference given to working knowledge and experience of library operations
- Must possess a valid driver's license and ability to travel to library meetings around the region and state

MINIMUM EDUCATION AND CERTIFICATION REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university
- 50% of credits must be in Liberal Arts and Sciences
- Successful completion of the Public Library Director Certification (12 credits) through the Wisconsin Department of Instruction within 3 years of hire
- Recertify with the DPI every 5 years with 100 hours of continuing education contact hours

SALARY: Full-time starting salary of \$48,800 based on experience and qualifications, plus benefits

BENEFITS: Health, dental, vision insurance, health savings account, employee assistance program, life insurance, vacation, sick, and personal leave, and Wisconsin retirement plan

SCHEDULE: Exempt, full-time position. May occasionally include evenings and Saturdays

TO APPLY: Please provide:

- Resume and cover letter
- Employment/character reference contacts including name and phone number
- Email to swmldirector@wrlsweb.org
- Position open until filled

The Shirley M. Wright Memorial Library is an equal opportunity employer and does not discriminate based on race, color, national origin, gender, religion, age or disability in employment or the provision of services.