

Posting from 2022 Position Opening



Library Director

POSTED:XX/XX/2024

CLOSING: XX/XX/2024

The Dodgeville Public Library Board of Trustees seeks an experienced Library Director to administer and lead the operation of the Dodgeville Public Library. This position manages library operations under the direction of the board, with responsibilities including but not limited to:

- Budgeting and financial management
- Personnel management
- Policy maintenance and development
- Collection development
- Library services
- Programming at all levels
- Facility maintenance and planning
- Marketing
- Advocacy

The ideal candidate will:

- Hold an MLIS from an accredited institution; have or be eligible for Grade I Wisconsin Library Certificate.
- Have a minimum of four years of progressively responsible library experience.
- Be experienced in budget preparation, management, and report writing. A background in grant writing or project management is a plus.
- Be familiar with the general operation of municipal government and leadership; act as library representative and participate in regular municipal meetings and one-on-one with city officials;
- Possess knowledge of library philosophy, guiding principles, and Wisconsin statutes related to library operations and responsibilities;
- Have a demonstrated ability to hire, supervise, and evaluate staff and volunteers and be an energetic, supportive team leader;
- Communicate effectively both in speech and in writing; have experience in public speaking;
- Be a confident negotiator willing to advocate for library services and growth;
- Be well organized, resilient, and proactive;
- Be able to advise, direct, inform, and work with the Dodgeville Public Library Board of Trustees and to engage and partner with other community organizations and businesses;

Posting from 2022 Position Opening

- Be proficient in the use of Microsoft Windows, popular software applications, library online catalog and related applications, and be able to manage social media, websites, e-collections, and databases.
- Be committed to serving the people of Dodgeville and surrounding townships; willing to learn about our community, residents and history to support and contribute to city planning goals; orient elements of library planning with overall municipal objectives.
- Work collaboratively with other library directors and staff within SWLS (Southwest Wisconsin Library System).
- Be prepared to enthusiastically and competently lead the current building/expansion project that will provide the community with a public library facility that will serve current and future needs.

About Us

The City of Dodgeville, the county seat of Iowa County in southwest Wisconsin, has a current population of 4711 with a library service population of 12,258. Situated in the beautiful Driftless area of the state, Dodgeville is 45 miles from Madison, and lies in the center of an area which is rich in cultural, historical, and natural resources. The current library is located in the Municipal Building in downtown Dodgeville, with a small storefront annex nearby to relieve collection space issues, and provide for a reading room and social distancing. Through a successful referendum vote in February 2020, Dodgeville citizens have shown their support for a new library location/building, and the board seeks a director who can assist with moving the building project forward.

Compensation and Benefits

The library director position is a full-time position with an annual salary dependent on qualifications. We offer a competitive benefits package that includes health and life insurance, paid holidays and time off, sick days, and participation in the Wisconsin Retirement System.

Job Type: Full-time

Pay: From \$55,000.00 per year

Benefits:

- Employee assistance program
- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan

Schedule:

- 8 hour shift
- Weekend availability