



JOB ANNOUNCEMENT – LIBRARY DIRECTOR

Location – Land O' Lakes, Wisconsin

Job Summary

The director serves as executive and administrative officer of the library, implements library policies and projects, and provides leadership for improving public library service to the community.

Under direction of the public library Board of Trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including:

- Assisting with long-range planning and policy development.
- Managing all library resources, including human resources.
- Organizing the acquisitions, access, storage, and control of collections.
- Overseeing the maintenance and safety of the library building and grounds.
- Hiring, supervising and evaluating all employees and volunteers.

A full job description is available upon request.

Minimum Qualifications:

- 54 hours of college semester credits from an accredited college or university.
- Grade III Wisconsin Public Library Director Certification, or the ability to obtain certification within four years (Basic Public Library Administration course must be completed within one year).

Preferred Qualifications:

- Bachelor's Degree from a liberal arts program.
- Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities, i.e. staff supervision, working directly with the public, working with governing boards or elective bodies.
- Ability to use office management and library software.
- Knowledge and ability to type, sort, file and compute.
- Ability to work the hours necessary to accomplish job description.

Compensation

Salary Range - \$19 - \$23 per hour based on experience and qualifications.

Benefit Package – Dental, Health and Life Insurance, Vacation, Sick Leave, Retirement

To apply

Send complete resume with references to:

Town of Land O' Lakes

4331 County Rd B

P.O. Box 660

Land O' Lakes, WI 54540

Attention: Lynn Bybee

Or send electronic copy to:

clerk@townoflandolakes.com

Closing Date – Applications must be received by COB Thursday, April 29, 2021.

The Library

Land O' Lakes Public library serves as a central gathering place and a source of pride for the community. The library staff consists of one full-time director and three part-time employees. The staff is supplemented by a strong cadre of volunteers and an active Friends of the Library organization. The annual budget is approximately \$150,000 with funding provided by the Town of Land O' Lakes, Gogebic County, Vilas County, grants and donations. Annual circulation is approximately 25,000 and the library has around 1,700 patrons, of which, roughly half are non-residents.

The Community

Land O' Lakes, population 861, is located in Vilas County, Wisconsin on the boundary between Wisconsin and the Upper Peninsula of Michigan. The area is one of the premier vacation destinations in the Midwest. Visitors come to take advantage of one of the highest concentrations of natural lakes in the world as well as the abundance of public land such as American Legion State Forest, Nicolet National Forest and the Ottawa National Forest. Recreation opportunities include boating, fishing, hiking, biking on an extensive system of bike routes, ATV riding, Nordic skiing, snowshoeing, and snowmobile riding. Population of the town is significantly higher during the summer because of the large number of seasonal visitors.

For More Information Contact

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or

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The Town of Land O' Lakes is an Equal Opportunity Employer

