

Monticello Public Library

512 East Lake Avenue
PO Box 149
Monticello Wisconsin 53570
608-938-4011

Career Opportunity

Position: Full-Time Library Director

Application Deadline: Initial deadline Friday May 20th 2022, position will be open until filled.

The Monticello Public Library Board of Trustees seeks a dynamic, community minded Director with a vision for the future. The successful candidate must be able to enhance the library and its role as an integral component of the community. The Library Director plans, organizes, directs, and controls all functions, operations, and activities of the Library, either directly or through a qualified staff of 2.75FTE. This position is hired by and reports to a five member Library Board of Trustees. (WI Statutes 43.58 (4)).

The Village of Monticello is located in Green County and is a convenient 30 miles south of Madison Wisconsin, with a population of approximately 1,200 (2020 census). Monticello is a rural community known for its local charm, beautiful parks, cheese factories, and direct access to both the Sugar River State Trail and the Badger State Trail. The Monticello Public Library is a member of the South Central Library System (winning the **Super Awesome Library** award from the foundation in 2019), and serves the communities of the Village of Monticello, Mt. Pleasant Township, and Washington Township. In 2021, the library received the **Libraries Transforming Communities** grant from the American Library Association. The library is in a newly decorated 2,994 square foot building.

Unique opportunity:

The incoming library director will have the unique opportunity to step into a position with transitional assistance provided by the previous director. The previous director received a promotional opportunity and has left our library with new comprehensive documentation of procedures, and a newly created five year strategic plan based on a community engagement process which outlines plans for meeting the needs of the community. The library currently has a highly trained staff including a youth services coordinator and liaison to the Monticello School District. The director will benefit from the support and direction of the Wisconsin Public Library Consortium, and a five member board of trustees.

Responsibilities include, but are not limited to:

- *Overall administration of the library
- *Supervision, motivation and inspiration of staff
- *Financial management, fundraising, grant writing and donor development
- *Strategic planning, programming, marketing, and evaluation
- *Outreach, collaboration, and partnership building with community groups
- *Oversight of facility including improvements and potential building projects
- *Advocate for the library before government and various groups and organizations

Qualifications:

Required :

- Hold or be eligible for the Wisconsin Public Library Director Grade 3 certificate.
 - Includes 54 credit hours at an accredited college, university, or Technical college, half of which must be in the liberal arts and science; including or supplemented by 12 semester credits of coursework or the equivalent, approved by the division, in the following areas: Basic Public Library Administration; Advanced Public Library Administration; Organization and Management of

Collections; Public and Community Services). Provisional and temporary certification may be granted under certain circumstances.

Preferred :

- Bachelor's College degree
- Library experience (or equivalent helpful)
- Management and supervisory experience or two years of progressively more responsible management experience

Experience:

Preferred:

- Experience in collaborating with or building partnerships with organizations or small businesses
- Experience creating programming, marketing your ideas, or social media communications

Salary and benefits: Salary range is \$20 - \$22/hour, based on education and qualifications, plus a competitive benefit package which includes Wisconsin State Retirement System.

A complete job description may be obtained on the library's website, www.monticellopubliclibrary.org or at the library. To apply, submit a cover letter and resume to mntpublib.searchcommittee@gmail.com. Specifically address how you meet the qualifications of the position and how you could apply your skills and experience to enhance services such as programming, community collaboration, engagement, and marketing in your cover letter.

The Village of Monticello is an Equal Opportunity Employer.