

Job Posting

Library Director for Plum Lake Public Library, Sayner

The Plum Lake Public Library is seeking a full-time library director (32-35) hours per week. The library, which is a member of the Northern Waters Library Service, is a small public library in the Northwoods of Wisconsin that serves the Township of Plum Lake, including the villages of Sayner and Star Lake, and the Town of St. Germain. The year-round service population is approximately 2600 that triples with summer tourists and residents. The current director is retiring in January 2017. Candidates must possess outstanding leadership, organizational, and problem solving skills. The ability to develop effective working relationships with the community, library board, staff and patrons is essential. Wages are salaried, beginning at approximately \$32,000 without benefits at this time.

Essential duties include building maintenance, collection development, managing the library budget, supervising the library staff, strong communication skills, and the ability to comfortably represent the library within the library's service population are key elements, along with the willingness to be involved in community activities. Comprehensive knowledge regarding current technology and its use in public libraries and an understanding of current public library operations and service is a plus.

Applicants must have the following educational qualifications: eligible for State of Wisconsin Grade III Public Library Certification, having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association (of more than state wide standing), including or supplemented by earning 12 semester credits of coursework or the equivalent, approved by the division for library services in the following areas: (a) Public library administration, (b) Advanced public library administration, (c) Organization and management of library collections and (d) Public and community services within the state approved timeline.

Preferred Experience: At least 3-5 years in a public library or institution with comparable demands and responsibilities, i.e.: staff supervision, working with the public, and working with governing boards or bodies.

Applications will be accepted until the position is filled, but those received by 5:00 PM Tuesday, September 6 will receive first consideration. Interested individuals should submit a cover letter, resume and names of three references and complete contact information electronically to: Attention: Director Position at ckfiger@frontier.com or mail to: Plum Lake Library, PO Box 229, Sayner, WI 54560