Library Director

Description:  The Waunakee Library Board is seeking a dedicated library professional to fill the position of full-time Library Director. The Library Board is in the planning process to build a new 35,000+ square foot library.  The Library Board seeks a dynamic director with energy, creativity, strong organizational skills, and the ability to engage staff and the community as this project moves forward, in addition to delivering the current library's day-to-day operations.  With an overall budget of $833,759 in 2015, the library staff served 152,955 visitors.  Circulation was 238,905 items.    
  
Community:  The Village of Waunakee is an attractive, growing community six miles north of Madison.  The current population is 12,901.  Family Circle magazine named Waunakee as one of the top ten places to raise a family in its August 2015 issue.  Waunakee schools rank #1 in Dane County and in the top 10 schools in Wisconsin, based on student reading and math test scores and growth; closing of achievement gaps between student subgroups; and various measurements of postsecondary readiness.  Over 320 acres are dedicated to parks, playgrounds, conservancies, and public walkways within the Village.  
  
Reports to: Seven (7) member Library Board, appointed by Village Board  
  
Responsibilities include, but are not limited to:

* With the Library Board and Waunakee leaders, completing our new state-of-the-art library to meet current and future needs of the community
* Managing all library functions within the goals, guidelines, and policies established by the Library Board of Trustees
* Organizing, managing and supervising professional & paraprofessional staff and volunteers
* Preparing the annual budget and administering financial resources
* Selecting materials and managing the collection
* Managing the current five-year strategic plan, programming, outreach, and community relations
* Seeking grant and donation opportunities
* Managing facility maintenance
* Being a leader within the library, local government, the community, and the library profession
* Maintaining professional credentials and pursuing continuing education opportunities
* Managing the Forever Fund, the library's $225,000 endowment

Minimum qualifications:  ALA-accredited MLS/MLIS certification required.  Three to four years of experience in a library management role is necessary.  The preferred candidate will possess the following: vision, creativity, energy and enthusiasm; superior written and oral communication skills; demonstrated success in effectively promoting library services to the community; political acumen; sound fiscal and budgeting skills; collaborative and consensus-building skills; strong organizational skills; experience in recruiting, mentoring, evaluating and retaining an excellent staff; and a thorough knowledge of current trends in library service.  Proven success working effectively with a policy-making board is desirable.  
  
Salary and Benefits:  This is an excellent career opportunity.  Proposed salary range $71,610 to $91,671, DOQ, with full benefits package.  
  
Application Deadline:  Monday, August 29, 2016  
  
To apply: Interested candidates are encouraged to submit a cover letter, resume, credentials, and a completed application with three professional references no later than Monday, August 29, 2016 to Caitlin Stene, Assistant Village Administrator / Human Resources Manager, 500 W. Main Street, Waunakee, Wisconsin. Applications are accepted online, in-person at Village Hall (500 W. Main Street, Waunakee, Wisconsin), by mail, or email ([cstene@waunakee.com](mailto:cstene@waunakee.com)).    
  
Questions may be directed to Caitlin Stene by email ([cstene@waunakee.com](mailto:cstene@waunakee.com)) or phone (608-850-2182).  
  
The Village of Waunakee is an equal opportunity employer.