

## **Hutchinson Memorial Library**

228 North High Street  
Randolph, WI 53956  
(920)326-4640

### **Career Opportunity**

Posted June 29, 2018

The charming Village of Randolph, population 1,800, is looking to replace their retiring Library Director. Randolph has had a public library since 1872 and this beautiful building since 1936. Expanded and modernized in 1997, the building is on the National Register of Historic Places. A comfortable, modern library is located less than six miles from three different lakes and is approximately one hour drive to Madison and Wisconsin Dells. It is about an hour and a half to Milwaukee. Randolph is less than one hour drive to five different colleges. The Village is self-contained with a beautiful park and pool, shops, churches, two parochial grade schools and a new modern public school grades pre-K to 12.

**Title:** Full-Time Library Director

**Application Deadline:** August 1, 2018 by 4pm

**Anticipated Start Date:** September 10, 2018

#### **Minimum Qualifications, Education, Experience, and Skills Required:**

- Eligibility for Grade Three Wisconsin Public Librarian certification DLT [3.15(4)(c)(6) & Admin. Code PI 6].
- Minimum of three years of increasingly responsible professional library experience including significant administrative and supervisory responsibility. Or recent MLS graduate.
- Bachelor's degree
- Experience working with a board of trustees or similar authoritative body.
- Proficiency with computers, popular library software, internet, and digital communications.
- Working knowledge of Microsoft software products, such as Word, Excel, and Outlook.
- Valid driver's license; eligibility for Wisconsin driver's license and a vehicle.
- Ability to develop short and long term development, plans, and objectives.
- Maintains knowledge with standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

**Responsibilities include, but are not limited to:**

- Overall administration of library.
- Supervision, motivation, and inspiration of staff.
- Financial management including fundraising, grant writing, and donor development.
- Strategic planning, programming, outreach, and community relations.
- Prepares the annual budget and presents and defends budget requests before the Village Board.
- Prepares monthly and annual financial and statistical reports to Library Board and the Wisconsin Department of Public Instruction (annual report).
- Oversight of facility.
- Evaluates collection for balance and comprehensiveness.
- Advocacy of the library before government and various groups and organizations.
- Varying work hours include days, evenings, and some Saturdays.

For more information and job description visit the Hutchinson Memorial Library at :  
<https://www.randolphlib.org/>

**Benefits**

Salary is hourly \$16 - \$18 per hour commensurate with education and experience. Competitive benefits package including health insurance, Wisconsin State retirement program, paid sick days, and paid vacations. The Library's hours of operation are Monday – Thursday 9:00 a.m. to 8:00 p.m., Fridays 9:00 a.m. to 2:00 p.m. and Saturdays 9:00 a.m. to noon. The director makes the work schedules.

**Application Instructions:**

- Apply by August 1, 2018 by 4pm
- Include resume, application, and three references.
- Village of Randolph job application available online at:
- <http://www.randolphlib.org>
- Applications may be emailed to Peggy Potter at [pkpotter@randolphlib.org](mailto:pkpotter@randolphlib.org) or mailed to:

Search Committee  
Hutchinson Memorial Library  
228 North High Street  
Randolph, WI 53956

The Village of Randolph is an Equal Opportunity Employer. Applicants with a disability may request accommodations needed in the application and/or interview process.