

## LIBRARY DIRECTOR JOB DESCRIPTION

**LIBRARY DIRECTOR**—up to 20 hours per week

LaValle Public Library in LaValle, WI seeks a dynamic director.

The library serves a village population of about 360 plus rural patrons. The library is a member of the South Central Library System, and LINKcat, a shared automation system.

### RESPONSIBILITIES

The director will be responsible for all management tasks related to the operation of the library. These duties include, but are not limited to, personnel administration, facility and automation management, collection development, budgeting, planning, programming, policy implementation and library advocacy.

### REQUIREMENTS

Applicants must be eligible for Grade 3 library certification in the state of Wisconsin. This certification requires a minimum of 54 semester credits, at least half of which must be in liberal arts and sciences, from an accredited college, university or technical college. Must be willing to take additional library courses and continuing education as required to maintain certification. The library coursework required for certification may be completed after hire. The director must also be a self-starter, thoroughly competent with computers and technology skills, and possess strong interpersonal skills and problem-solving abilities. Previous experience in a public library setting is preferred.

### SALARY

Salary to be determined depending on qualifications and experience. There are no health benefits.

The position will remain open until it is successfully filled. Qualified applicants are invited to submit an application to:

LaValle Village Hall  
P.O. Box 13  
101 West Main Street  
LaValle, WI 53941  
Email [lavlib@mwt.net](mailto:lavlib@mwt.net)

OR LaValle Public Library  
PO Box 7  
101 West Main Street  
LaValle, WI 53941  
Email [lavallelibrary@mwt.net](mailto:lavallelibrary@mwt.net)

Applications can be picked up at the village clerk's office or the library at 101 West Main Street, LaValle during their open hours.

Village clerk's phone 608-985-8383 and library phone 608-985-7323.