

**Library Director (or Assistant Director until WI certified) – REOPENED 1/4/19**

**Walter E. Olson Memorial Library**

**Eagle River WI**

Due to an upcoming retirement, the Walter E. Olson Memorial Library, a joint municipality public library located in Eagle River, Wisconsin, is seeking a forward-looking and collaborative professional with strong leadership and managerial skills. This challenging and rewarding position will allow you to work with six communities, develop marketing strategies and partner with area community groups and businesses.

Located in northeastern Wisconsin, we serve 9,634 patrons who live in Vilas County's communities of the townships of Lincoln, Washington, Conover, Cloverland, St. Germain and the City of Eagle River. We recently completed a \$2.7 million renovation and expansion project, designed by award-winning OPN Architects. The library has an annual circulation of over 75,000 and a 2018 Library budget of over \$240,000. Eagle River is a vibrant community with a diverse economy, quality health care and excellent public services and schools. The library community is close to an abundance of lakes and recreational opportunities.

Duties of the Library Director include overseeing all aspects of library operations and services, 2 FTE employees, and over 30 volunteers. Desirable candidate skills include effective board relations, budget planning, grant writing, knowledge of library technologies, knowledge of Wisconsin library law, management and reporting, facilities management, and working with the municipality staffs and communities. The Director reports to the Library's nine-member Board of Trustees. See the Position Description (<https://www.olsonlibrary.org/about/employment-opp/>) for a complete list of responsibilities and duties.

Applicants must have a four-year undergraduate degree in any field and qualify to enroll in an online Master of Arts in Library Science or Information Studies (MLS) from an ALA-accredited School within 3 months of employment. Scholarship funds may be awarded to pre-MLS candidate. Mentoring by the titular Director is required until a candidate (acting as Assistant Director) is eligible to receive a Grade 1 Wisconsin Librarian certification.

Preferred candidates are currently enrolled or have MLS degree from an American Library Association (ALA)-accredited school. Applications will also be accepted from applicants who qualify for State of Wisconsin Temporary Grade 1 Certification.

The successful candidate will possess a strong public service orientation, commitment to the needs of the community, strong organizational and project management skills, excellent interpersonal, communication and presentation skills and a strong technology background. Preferred candidates: 1.) have some experience working in a library i.e. as a volunteer, page, library assistant, or part of an internship or graduate school project or 2.) have been an exceptional employee (i.e. dynamic, passionate, improvement-oriented person) who is seeking an opportunity to take on new challenges, to work autonomously, and desires job advancement.

The minimum hiring salary is \$45,000, depending upon qualifications and experience. This full-time position includes paid vacation, sick time, retirement contribution, paid holidays and support for professional activities. Matching funds may be offered for individual health insurance and/or scholarship, if needed.

Deadline for Submission: Interviews will be held as desirable applications are received until position is filled. Send cover letter, resume, proof of eligibility for State certification, and list of three professional references to: [olsonlibraryapp@gmail.com](mailto:olsonlibraryapp@gmail.com), with the subject line: Library Director Search. Applications may be mailed to: Walter E. Olson Memorial Library c/o Jone Davis, Personnel Committee, Board of Trustees, P.O. Box 69, 203 N. Main St., Eagle River, WI 54521. *The Walter E. Olson Memorial Library is an Equal Opportunity Employer.*