

Osceola is a small town with a large vision. More than 175 years old, the town savors its rich history at the same time that it strides ahead with spirit. Less than an hour's drive to St. Paul-Minneapolis metro area in Minnesota, Osceola residents can readily enjoy big city offerings and then come 'home' to their pristine and personal community.

You, too, can be part of this experience when you join our forward-thinking team as our Library Director.

The 5-year-old community building in which the library is found was designed for 21st century needs, with dedicated and versatile spaces and resources for youth, teens, seniors, and business professionals to gather, learn, and interact. We are seeking an energetic, creative, and personable leader for this unique facility. This individual must be an effective director of operations with equally effective people skills, who will collaborate with stakeholders and organizations to discern and direct our library of the future.

Library Director

Osceola, WI

General Information:

Under the administrative direction of the Library Board of Trustees, the Library Director will coordinate and oversee usage, staffing, and resources of all public spaces in the facility to ensure operational efficiency and effectiveness. The Director will have oversight of all library operations and management including planning, budgeting, directing, and coordinating services, programming, collections, and other resources. In partnership with the Village of Osceola, the Director will oversee the maintenance and safety of the building and grounds.

Employment Classification: Full time, flexible hours, salaried, health and dental benefits, exempt position

Salary: \$40,000-\$45,000

Closing Date: September 20, 2023

Essential Functions and Responsibilities

Management and Administration of the Library

- Serve as the executive officer of the library and technical advisor to the board.
- Plan, direct, and implement the policies and goals as established by and with the library board to assure the efficiency and effectiveness of all library operations.
- Direct the preparation, presentation, and administration of the annual budget.
- Recruit, hire, supervise, evaluate, and discipline library staff in conformity with library policy.

- Manage staff payroll and scheduling.
- Manage library funds and expenditures and prepare monthly financial reports for board review and approval.
- Develop and implement short and long term strategic plans.

Facility Management and Administration

- Prepare, oversee, and regularly review a usage protocol for the public spaces within the community building including reservations, fees (if appropriate), and requirements of users.
- Work with the Village to ensure a safe, secure, and well-maintained environment for patrons, staff, and visitors. Review and make improvements as needed.
- Together with the Village, oversee the maintenance of the facility and grounds.

Programming, Service, and Community Advocacy

- Oversee service programs and accessibility, connecting objectives to community needs.
- Establish and maintain effective communication and working relationships with civic and community groups, government agencies, and the general public.
- Serve as an advocate and ambassador for the library and the community at large by making presentations, attending meetings, and acting as liaison to organizations, boards, and committees as appropriate.
- Explore and identify new funding sources; prepare and submit grant applications as appropriate.

Collections and Resource Management

- Oversee selection, organization, and collection development with consideration for community needs.
- Ensure an accurate, confidential, and up-to-date database for user registration and activities.

Working Conditions and Physical Demands of the Position

- Must be able to remain in a stationary position for extended periods of time.
- Operate a computer and other office productivity machinery, such as a copy machine.
- Frequently move books and materials weighing up to 50 pounds a short distance.
- Frequently move a cart containing books and other materials throughout the library space.
- Constantly position self to return books to their proper position on shelf.
- Frequently communicate with patrons in person, over the phone, and via email. Must be able to exchange accurate information in these situations.

Education, Knowledge, and Skills

Bachelor's degree from college or university in a related field required, Master's degree preferred. Three or more years of experience in public library management, procedures, principles, and planning is preferred.

Applicants must exhibit the ability and desire to be on the forefront of new technology, showing a willingness and aptitude to work and communicate with IT personnel and adapt to technology innovations and needs.

Strong written and verbal skills are required. Candidates must be able to effectively and personably communicate with patrons, staff, and board members. Our Director will be an energetic self-starter who is flexible and adaptable with an ability to assess and make sound decisions involving the facility, its patrons, and the community.

Licenses: Must qualify for Grade 2 Wisconsin Library Certification

Send resume and cover letter to osceolaphiring@gmail.com by Wednesday, September 20, 2023.