



New Position Posting

Library Director

The Village of Little Chute, WI (Pop. 12,213), is accepting applications for the Library Director position. This position is responsible for managing our library personnel, implementing policies and strategic goals set by the Library Board, overseeing development of various programs for a variety of stakeholders, developing an annual budget and much more.

Located in the Fox Valley area along the Fox River, Little Chute was founded in 1899 and has a rich history as a European settlement. The community holds true to its Dutch roots and is home to the famous windmill in the heart of downtown. Little Chute is a full-service community, a fantastic place to live, work, learn and play. The Village boasts a high-achieving school district, affordable housing, strong recreational assets and hosts many events that bring people together.

This position is vital in the community, providing knowledge and guidance to the team in a rapidly growing environment. We are seeking an individual with strong library experience, the ability to lead and mentor talented team members and effectively communicate information to a variety of stakeholders. We encourage you to review the job description and be a part of our growing community, filled with opportunities.

The ideal candidate will have a master's degree in library science from an American Library Association accredited library school and eligibility for Grade 1 Wisconsin certification. The ability to obtain this certification within a specified period will be considered. A minimum of three years of experience is requested. We are additionally seeking a minimum of four years of managerial experience coordinating a range of activities undertaken by others that involve directing, monitoring, and evaluating the performance of direct reports.

We offer a comprehensive benefit package including the Wisconsin Department of Employee Trust Funds (ETF) health insurance with opt-out provision, fully paid dental insurance, long term disability and life insurance, numerous voluntary benefits, and the exemplary Wisconsin Retirement System (WRS) pension plan. This position is exempt from FLSA and has a salary range of \$82,139 to \$105,602 depending on qualifications. For additional details, the Library Director job description is attached as well as the recently approved Little Chute Library Strategic Plan. The position is open until filled. Deadline for application submission is Friday, August 11, 2023, at 4:00 pm.

Penney Mack
Human Resources Manager
penney@littlechutewi.org
920-423-3872



Position Description

Position Title	Library Director
Department	Library
Classification	Full-time, \$39.49-\$50.77
FLSA Status	Exempt
Reports To	Library Board of Trustees
Direct Reports	Librarian, Library Techs, Library Assistants
Last Updated	7/19/2023

Purpose of Position

The Library Director is responsible for the overall administration and management of the Little Chute Public Library. The Library Director is responsible for regularly reporting to the Library Board of Trustees.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, manages, and evaluates library operations: Prepares the annual budget for approval by the Library Board; administers the approved budget; assumes responsibility for the fiscal integrity of the library; prepares and implements Board-approved capital improvement projects; seeks grants and alternative funding opportunities. Develops and recommends policy for consideration by the Library Board; implements the library's official policies as adopted; reviews, updates, and implements library procedures. Prepares regular reports regarding the library's current progress and future needs; prepares monthly fiscal and statistical reports for Library Board review and action; prepares the library's Annual Report. Analyzes and evaluates library operations in terms of community needs and library trends; develops short- and long-term plans in conjunction with the Library Board and staff; initiates plan for improvements as appropriate. Manages and supervises activities related to readers' advisory, reference services, bibliographic instruction, and database training for library patrons. Manages and supervises activities related to the cataloging, processing, and circulation of materials. Troubleshoots public and staff computer software and hardware issues, coordinates computer orders and problem-solving with system support staff. Oversees the purchase and maintenance of equipment, supplies and materials necessary for daily operations. Directs and supervises the maintenance of the library buildings and grounds. Communicates library needs and activities with the Administrators of the Village of Little Chute. Maintains legal status of the library with the Outagamie Waupaca Library System (OWLS) and the state of Wisconsin.

Develops and promotes the library's collections, programs, and service: Develops and maintains a library collection which is responsive to the communities' interests and needs; supervises the selection, purchase, and withdrawal of library materials. Oversees the planning and development of children's, young adult, and adult programming. Provides oversight in the maintenance of the library's website and social networking sites; participates in the planning and creation of podcasts and vodcasts promoting library programs, services, and collections. Maintains an active program of public relations for the library, using print and online resources to inform the public about library services and programs. Participates in community activities; represents and interprets the library's objectives to community organizations; supervises public relation campaigns. Regularly evaluates the library's collections, programs, and services and seeks improvements as needed.

Supervises library staff: Hires, directs, supervises, and trains the library staff so that they are efficient at meeting patrons' needs while providing services in a manner which is helpful, friendly, and patron-oriented; oversees performance evaluations. Recommends salaries and wages to the Library Board. Plans and conducts monthly staff meetings. Provides training and continuing education opportunities for library staff.

Other duties as required, including, but not limited to, the following: Works with the Friends of the Little Chute Public Library to actively support their activities in support of the library. Cooperates with the Outagamie Waupaca Library System (OWLS) in its activities relating to library operations; maintains an active partnership with OWLS and its member libraries. Acts as a public representative to other community institutions and individuals; maintains working relationships with elected and appointed officials of the Village of Little Chute and other agencies. Belongs to and participates in local, state, and national library associations. Stays up-to-date with current library practices by attending meetings, workshops or conferences and by participating regularly in other activities that promote professional development. Maintains public library certification as required by Wisconsin law.

Education, Experience, and Skills

A Master's Degree in Library Science from an American Library Association accredited library school and eligibility for Grade 1 Wisconsin certification. Working knowledge of library methods and procedures with at least three years of public library experience, including supervisory responsibility. Ability to plan and organize programs, daily operations, and budgets, experience with strategic planning and marketing of library services. Knowledge of computers, word processing, spreadsheets, and electronic information resources including the Internet; ability to add/delete programs from computers and add new hardware to computer systems; computer troubleshooting skills; experience with web page design and maintenance. Ability to follow detailed instructions; ability to interpret and apply technical instructions. Ability to communicate effectively orally and in writing. Ability to sustain prolonged visual concentration and keyboarding activity. Ability to lead programs and make presentations to small and large groups of people; ability to instruct others in the effective use of library resources in a variety of settings (e.g. one-on-one, small group, large group). Ability to maintain and foster cooperative and courteous working relationships with the public, library personnel, Library Board, and other village personnel. Possession of a valid Wisconsin driver's license means of transportation, and willingness to travel to local and state-level meetings.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must be able to access and navigate each department at the Village.

The employee must occasionally lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SPECIAL REQUIREMENTS

Ability to maneuver a fully loaded book cart.

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office Suite and financial software. Multi-line business phone system; multi-functional devices and various office equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy with varying internal and external patron service peak periods.

Work is generally performed in the library. Occasional outdoor work may be required.

EOE / ADA Statement

Little Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Little Chute will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Little Chute Library Strategic Plan 2023-2028

approved by Library Board May 2023

The Process:

- 1- Data Collection
- 2- Gathering of Stakeholders
- 3- Survey Staff and Patrons
- 4- Compile input
- 5- Identify short and long term goals that align with data, input, and library standards





VILLAGE OF LITTLE CHUTE APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

**EMAIL or MAIL APPLICATIONS
and RESUMES with COVER
LETTER to:**

Village of Little Chute
Human Resources Department
c/o Penney Mack
108 W. Main Street
Little Chute, WI 54140

Phone: (920) 423-3872
Email: penney@littlechutewi.org

ATTENTION:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability. **Incomplete applications MAY NOT BE CONSIDERED.**

DATE and SIGN this application.
Enclose resume and cover letter with application.
You are not required to furnish any information, which is prohibited by federal, state or local law.

Title of Position You Are Applying For:			Department:		
Full Time	Part Time	Temporary/Limited Term Employment		Today's Date:	
Name: (Last) (First) (M.I.)			Home Phone:		
Mailing Address: (Address) (Apt. #)			Business Phone:		
(City) (State) (Zip Code)			May we contact you at this number? yes no		
Are you legally eligible for employment in the United States? yes no			if yes, list hours:		
Have you ever been employed by the Village of Little Chute? yes no If yes: when, in what position, and in what department?			When will you be available for employment?		
<i>The Village of Little Chute shall prohibit employment of an individual if he/she would be directly supervising or receiving direct supervision from a family member.</i>					
List any relatives employed by the Village of Little Chute or serving as elected or appointed officials:					
Do you possess a valid Driver's License?			yes	no	
Do you possess a valid Commercial Driver's License?			yes	no	Type/class:
Do you possess any other license?			yes	no	Type:

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment.

CHECK HERE IF NONE THIS LINE MUST BE CHECKED OR SECTION BELOW MUST BE COMPLETED!
Approximate dates may be listed:

Date	Location	Charge	Court	Disposition of case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

Special skills & qualifications – *this information must be provided if you are applying for a position requiring these skills:*

List all computer software which you can operate skillfully:

Foreign language (spoken or read with proficiency):

French German Spanish Hmong Other:

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

College, university or school – name, location and phone number			Major field
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			Major field
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			
Presently Attending	Credits	GPA	Type of Degree Received

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, or in-service training. Please provide dates.

IMPORTANT: You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten years experience and education. **DO NOT WRITE "SEE RESUME"**.

EMPLOYMENT SECTION: (Please start with your most recent position - include military service

From (month & year)	PRIMARY DUTIES:		Title of your PRESENT/MOST RECENT position:	
To (month & year)				
Hours each week:				
Full time Part time Temporary				
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number		
Present salary (indicate yearly, monthly or hourly):	Address:			
Number of employees you supervise	Name and title of supervisor:			
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:		
Were you involuntarily discharged?	yes no			
From (month & year)	PRIMARY DUTIES:			Title of your position held:
To (month & year)				
Hours each week:				
Full time Part time Temporary				
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number		
Present salary (indicate yearly, monthly or hourly):	Address:			
Number of employees you supervise	Name and title of supervisor:			
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:		
Were you involuntarily discharged?	yes no			

From (month & year)	PRIMARY DUTIES:		Title of your position held
To (month & year)			
Hours each week:			
Full time Part time Temporary			
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number	
Present salary (indicate yearly, monthly or hourly):	Address:		
Number of employees you supervise	Name and title of supervisor:		
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:	
Were you involuntarily discharged?	yes no		

Please use a separate sheet of paper for additional employers if needed

OTHER EXPERIENCE (Include volunteer experience, internships, and/or jobs, not included in the employment section.)					
Company Name/Location	Job Title	Dates Employed (month/year)		Annual Salary	Full or part-time
		To	From		

<p>Have you ever been suspended from any position? yes no</p> <p>If yes, please explain (including date, location, employer and situation)</p>
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<p>Please explain any gaps in employment:</p>

REFERENCES – THIS SECTION MUST BE COMPLETE

Work or education related (e.g. former employers, supervisors, co-workers, school faculty). No relatives/significant others.

Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

_____ I authorize any person contacted to provide the Village of Little Chute any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Little Chute to request employment records from my present and/or former employer(s). I release and hold harmless the Village of Little Chute, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Initial:

_____ I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Little Chute. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Little Chute, and consent to the release of the test results to the Village of Little Chute I hereby release and hold harmless the Village of Little Chute, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

_____ I authorize the Village of Little Chute, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Little Chute, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Little Chute only if it substantially relates to the position applied for.

Initial:

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Little Chute reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

_____ I agree to use such personal protective equipment and devices as may be required by the Village of Little Chute and to comply with safety rules and requirements. In addition, I understand that the Village of Little Chute maintains a workplace free from drugs, harassment and violence.

Initial:

_____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Little Chute has the authority to make any assurances to the contrary.

Initial:

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: Under section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

The Village of Little Chute is committed to the equality of opportunity for all people. It is the policy of the Village of Little Chute to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's signature

Date