



Hillsboro Public Library
 819 High Avenue, P.O. Box 468
 Hillsboro, Wisconsin 54634



Hillsboro Public Library
Job Announcement
Library Director

Library Director, Hillsboro, WI. The Hillsboro Public Library is currently accepting applications for the position of Library Director. The Hillsboro Public Library has one full-time Library Director and one part-time Library Aide that manage an annual circulation exceeding 50,000 in the recently remodeled and expanded library. The Hillsboro Public Library Board of Trustees is seeking a progressive, energetic leader with proven success in their career, excellent communication skills, and a passion for public service.

Community Profile: Located on the West Branch Baraboo River nestled among abundant hills of the non-glacial Driftless Region of West-Central Wisconsin, the City of Hillsboro (Pop. 1420) is a small, attractive rural community in Eastern Vernon County at the bisection of State Highways 33/80/82. The surrounding area maintains a strong agricultural base and there are several dairy-based industries in the Hillsboro area. The community takes great pride in its strong school system, great parks, and local hospital. Recreational opportunities in the area include the Kickapoo and Baraboo Rivers, the Hillsboro State Bike Trail, Wildcat Mountain State Park, world-class trout fishing, motorcycling routes, and Amish settlements.

Library Profile: The Hillsboro Public Library is located at 819 High Avenue. The original construction of the library was completed in 1987, with recent remodeling and additions completed in 2012 and 2014. The Hillsboro Public Library serves approximately 2,500 registered users and has an annual circulation exceeding 50,000. The library offers programming (such as Library Drop-Ins, Summer Reading Program, and Children's Storytimes) and has an active Friends of the Library group. The Hillsboro Public Library Board of Trustees is made up of 10 community members. The current Library Director is retiring after 33 years of service to the Hillsboro Public Library.

Starting Salary Range: \$40,000+, Negotiable and Depends on Qualifications

Benefits: WRS; Health Insurance, including Dental and Vision Insurance; Life Insurance; Vacation/Sick/Personal Time; WI Deferred Compensation

Minimum Qualifications: Wisconsin Grade 3 Librarian Certification eligibility required; Wisconsin Grade 2 Librarian Certification preferred (<https://dpi.wi.gov/pld/certification>). Must have a strong background and training in computers/technology and non-print materials formats.

Position Description:

Under the direction of the Hillsboro Public Library Board of Trustees, the Library Director oversees the complete operation of the library. The Library Director's primary focus is on official library policy and procedure implementation, program development and implementation, personnel management, budgeting, customer service, and collection development. Working collaboratively with the Board of Trustees, this individual provides exceptional and accessible library services to the surrounding community in a fair and professional manner. The Library Director promotes a safe and friendly library environment that is consistent with the goals, policies, and recommendations of the Board of Trustees.

To Apply: Visit www.hillsborowi.com/jobs for application information and full job description.

Please submit a cover letter, resume, and Background Authorization Form to: Adam Sonntag, City Administrator, at admin@hillsborowi.com, or mail to: City of Hillsboro, Attn: Library Director Application, PO Box 447, Hillsboro, WI 54634, or in person at: City of Hillsboro – City Hall, 123 Mechanic St., Hillsboro, WI 54634. Applications are due by **May 29th, 2020**.

The Hillsboro Public Library and City of Hillsboro are an Equal Opportunity Employers.

Questions? Contact Adam Sonntag, City Administrator at (608)489-2350 or admin@hillsborowi.com.