The charming Village of Randolph, population 1,800, is looking to replace their Library Director. Randolph has had a public library since 1872 and this beautiful building since 1936. Expanded and modernized in 1997, the building is on the National Register of Historic Places. A comfortable, modern library is located less than six miles from three different lakes and is approximately one hour drive to Madison and Wisconsin Dells. It is about an hour and a half to Milwaukee. Randolph is less than one hour drive to five different colleges. The Village is self-contained with a beautiful park, shops, churches, two parochial grade schools and a new modern public school grades pre-K to 12.

**Title:** Full-Time Library Director

**Application Deadline:** June 21, 2024 before 4pm

**Anticipated Start Date:** July 22, 2024

**Minimum Qualifications, Education, Experience, and Skills Required:**

- Eligibility for Grade Three Wisconsin Public Librarian certification DLT [3.15(4)(c)(6) & Admin. Code PI 6].
- Minimum of three years of increasingly responsible professional library experience including significant administrative and supervisory responsibility. Or recent MLS graduate.
- Bachelor’s degree
- Experience working with a board of trustees or similar authoritative body.
- Proficiency with computers, popular library software, internet, and digital communications.
- Working knowledge of Microsoft software products, such as Word, Excel, and Outlook.
- Valid driver’s license; eligibility for Wisconsin driver’s license and a vehicle.
- Ability to develop short and long term development, plans, and objectives.
- Maintains knowledge with standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

**Responsibilities include, but are not limited to:**

- Overall administration of library.
- Supervision, motivation, and inspiration of staff.
- Financial management including fundraising, grant writing, and donor development.
- Strategic planning, programming, outreach, and community relations.
- Prepares the annual budget and presents and defends budget requests before the Village Board.
● Prepares monthly and annual financial and statistical reports to Library Board and the Wisconsin Department of Public Instruction (annual report).
● Oversight of facility.
● Evaluates collection for balance and comprehensiveness.
● Advocacy of the library before government and various groups and organizations.
● Varying work hours include days, evenings, and some Saturdays.

For more information and job description visit the Hutchinson Memorial Library at https://www.randolphlib.org

Benefits
Salary is hourly commensurate with education and experience. Competitive benefits package including health insurance, Wisconsin State retirement program, paid sick days, and paid vacations. The Library’s hours of operation are Monday – Thursday 8:00 a.m. to 6:00 p.m., Fridays 9:00 a.m. to 2:00 p.m. and Saturdays 9:00 a.m. to noon. The director makes the work schedules.

Application Instructions:
● Apply by June 21, 2024 before 4pm
● Include resume, letter of application, and three references
● Applications may be emailed to Wayne Vanderploeg at ploeg47@gmail.com
● Direct questions to Wayne Vanderploeg (920) 326-3216

The Village of Randolph is an Equal Opportunity Employer. Applicants with a disability may request accommodations needed in the application and/or interview process.