

Position: Part-time Director/Librarian Library: City of Alma

Description: Now Hiring Part-time Director/Librarian for the City of Alma

The City of Alma seeks a dynamic, energetic, and creative person with a strong dedication to customer service to become our Library Director. Alma Library is a successful library serving approximately 3500 residents along the beautiful Mississippi River and surrounding rural areas. The Library Director is responsible for the development and implementation of library strategies, policies, and procedures for delivering services, and maintaining a welcoming environment in support of the mission and goals of the library. This individual must also possess excellent interpersonal and communication skills, the ability to administer library services within a budget, and the desire to work with community officials and citizens to ensure that community library service needs are met.

Essential Duties and Responsibilities:

- Manages and supervises library operations
- Coordinates the library program with other city departments and outside organizations such as the school district, Buffalo County 4-H, and community-based groups
- Provides leadership and direction in the development of short- and long-range library plans
- Gathers, interprets, and prepares data for studies, reports, and recommendations
- Determines work procedures, prepares work schedules, and expedites workflow
- Communicates official plans, policies, and procedures to staff, the public, and city officials
- Prepares and administers budgets for all areas under the library department
- Coordinates library development and fundraising
- Promotes interest in library programs

Desired Minimum Qualifications:

- Grade III Public Library Certification or the ability to become certified as found in the Certification Manual:  
<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/CertificationManual%202011.Rev2017.pdf>
- Previous library and customer service experience
- Valid state driver's license or the ability to travel to library meetings and conferences in the region, state, or nation

Desired Skills, Knowledge, & Abilities:

- Thorough knowledge of principles and practices of modern library systems and programs
- Thorough knowledge of library collection classification and selection techniques
- Knowledge of equipment and facilities required in a comprehensive library system
- Proven leadership skills and the ability to plan, organize, coordinate, and implement a comprehensive library system
- Extensive communication skills and the ability to communicate on a variety of platforms (verbally, via email, via social media, etc.)

- Skill in operation of computers; including website design and publishing, word processing and database management software
- Knowledge of current trends and developments in the library field, including technology developments
- Considerable knowledge of children's, young adult and adult literature and online resources
- Ability to analyze library service in relation to the needs of the community and to redirect services consistent with changing public needs and library policy
- Ability to coordinate, analyze, and utilize a variety of reports and records
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public
- Available to work a minimum of 21 hours per week, with a regular work shift during library hours on Monday, Wednesday, Friday and a Tuesday or Thursday shift
- Flexibility to work, days, evenings, and weekends as needed

How to Apply: To apply for the Alma Library Director/Librarian position, submit a cover letter, resume (indicating education, certification, and experience), and a list of 3-5 references to: cindyduley1@gmail.com.

Contact: Cindy Duley, Alma Library Board President - cindyduley1@gmail.com

Job pays: Competitive, includes benefits (DOE)

Applications: Applications will close upon the hiring of a suitable candidate