

The City of Princeton: Job Advertisement

Job Title: Library Director

The Princeton Public Library is offering an exciting opportunity for an enthusiastic, independent, community-minded individual for the position of library director. The Library is completing a 1 million dollar expansion and building renovation in October, concurrent with the prospective start date of the new hire. The building project has been the culmination of many years of hard work, fundraising, and community support and the library board is looking for the right person to head this new era of library service. An ideal candidate will be passionate about rural library services and outreach oriented, with strong organizational, leadership, and communication skills.

Princeton, Wisconsin, a town of 1,200, is located equidistant from Appleton and Madison and falls along the Fox River. Like the library, the city of Princeton is having a renaissance with a charming welcoming downtown, anchored by the library on one end. Well-known for its antique stores and famous Flea Market, Princeton has all the best qualities of small town living. The city council and greater community are very supportive of the library's efforts.

The library director's duties include managing the library's operational budget and daily activities; supervising three part-time staff positions; planning, promoting, and conducting children and adult programs; purchasing and managing the print collection; reporting to city and county boards; and other duties as assigned. The director reports to the Library's eight-member Board of Trustees. See the Position Description for a complete list of responsibilities and duties.

Applicants must have a bachelor's degree, although an ALA-accredited Master of Arts in Library Science or Library and Information Studies (MLS) or equivalent is preferred; all candidates must be eligible to receive a Grade 3 Wisconsin Public Library certification. Candidates with managerial, budgetary, and collection development experience will be given preference.

This is a full time position, with excellent state healthcare and retirement benefits, including paid holidays and earned sick and vacation. The starting salary is \$37,000. The position will include occasional nights and weekends. Send cover letter, resume, and list of three professional references by 5pm on Monday September 9, 2019 to: ptplstaff@princetonpublib.org, with the subject line: Library Director Search. Finalists will be subject to a criminal background check. The Princeton Public Library is an equal opportunity employer.