

## CAREER OPPORTUNITY

**Title:** Full -Time Library Director

The Poynette Area Public Library is seeking an energetic, community-minded director to join and lead a team of four learning and literacy advocates.

The Village of Poynette is in southwestern Columbia County. The Village's proximity to the Madison metro area and good transportation access provides an opportunity for people to live in a small village, while being able to commute easily to the Madison or Portage areas for work, shopping and entertainment.

Residents enjoy a "small-town" atmosphere of quiet neighborhoods, natural areas, local businesses and job opportunities, and a historic downtown. The Village is also nestled in a spectacular rural landscape surrounded by rolling hills, woods, creeks, and agricultural lands.

Located on Main Street in downtown Poynette, the recently (2014) expanded 5,200 square foot library features a versatile area perfect for programs serving all ages. The service population is nearly 6,800. The library has a number of established in-house and outreach programs, with opportunities for new ideas. An active Friends group supports the library with activities and fundraising. The library is a member of the South Central Library System and the LINKcat consortium. For more information visit <http://poynettelibrary.com>

**Preferred Qualifications:** A successful candidate will possess a Wisconsin Grade 3 Public Library Certification, a Bachelor degree or a MLIS degree from an accredited institution. Recent MLIS graduates are welcome to apply. Previous library experience in a supervisory position is preferred. It is vital this person have excellent verbal and written communication skills, knowledge of current library technology, and working with budgets. The ability to work effectively with the library board, library employees, village administration, volunteers and our community is expected. Varying work hours include days, evenings, and some Saturdays.

**Salary and Benefits:** Salary is dependent on qualifications and experience. The Village of Poynette offers a comprehensive benefits package including: excellent health and dental insurance through the State of Wisconsin health insurance program; income continuation insurance for short term disability; life insurance; retirement benefits through the Wisconsin Retirement System; deferred compensation plans; leave for medical and bereavement purposes; and paid time off including vacation, holiday, personal and sick time.

**Application Deadline:** November 15th, 2019. Applications will be accepted until position is filled. Once the position is offered to the qualified applicant, a background check is required.

A complete job description and an application form may be obtained at the library, or on the library's website, <http://poynettelibrary.com> . Specifically address how you meet the qualifications of the position in your cover letter, and send it along with completed Village of

Poynette employment application, resume, and three professional references to Jason Koopmans, Poynette Area Public Library Board President, 118 Main Street, Poynette, WI or e-mail them to [poynettelibrarytrustee2@gmail.com](mailto:poynettelibrarytrustee2@gmail.com) .

The Village of Poynette is an Equal Opportunity Employer.