

Mayville Public Library  
111 North Main Street  
Mayville, WI 53050

The Mayville Public Library Board of Trustees seeks a Library Director to administer and lead staff, services, programming, facility maintenance, marketing, and advocacy.

**The ideal candidate will:**

- Have a minimum of one years' experience as a public library director or two to three years of public library experience in a related leadership role, with demonstrated performance at a progressively increased levels of responsibility. Candidates with equivalent administrative and public service experience in related fields may be also considered.
- Hold a Bachelors' degree or greater from an accredited institution and have or be eligible for a regular Grade II Wisconsin Library Certificate. An MLIS degree while highly desirable, is not required.
- Be experienced in budget preparation.
- Possess knowledge of WI state statutes related to library operations and responsibilities. Attend meetings and participate as a member of the Monarch Library System.
- Be familiar with the general operation of municipal government and leadership; act as library representative and participate in regular municipal meetings and one-on one with city officials.
- Develops staff job descriptions, recommends and administers personnel policies.
- Defines expectations for staff performance and provide opportunities for staff training.
- Consults with the Board of Trustees as needed and prepare their agenda and attend their monthly meetings.
- Assist with the building plans and the construction of a new library.

**About the Mayville Community**

The City of Mayville is located near the Horicon Marsh, centered between Appleton, Madison and Milwaukee, within a hours drive of each. Mayville has an industrial background, and has a number of large industries head quartered in a rural community with a population of 5,000. We have a Foundation that has been very generous towards the Library and they are a very major backer of a new 18,000 square foot new Library project. We are in the planning phase of the building project, and hope to start construction within the near future.

**Compensation and Benefits**

The annual starting salary range for this position is \$40,000 - \$53,000, plus a competitive benefits package that includes health insurance, vision and dental, retirement with the Wisconsin Retirement System, optional Deferred Compensation, Sick Leave, Holiday pay and paid vacation after 1 year, Life Insurance and Short Term Disability Insurance.

**To Apply**

Please submit a resume, cover letter, and three work related references to [grant@mayvillelimestone.com](mailto:grant@mayvillelimestone.com).