



## LIBRARY DIRECTOR

The City of Fond du Lac is accepting applications for the position of **Library Director** for the Fond du Lac Public Library. This executive-level position serves as the Chief Executive Officer of the Library, providing strategic leadership, vision, and operational oversight. The Director works under the policy direction of the Fond du Lac Public Library Board of Trustees and is responsible for ensuring the Library remains a dynamic, inclusive, and innovative community resource.

The City of Fond du Lac, Wisconsin, is a beautiful and thriving community of 44,678 located at the foot of Lake Winnebago. Fond du Lac is a great place to live and work and its recreational opportunities are second-to-none. In addition, Fond du Lac is only an hour away from Green Bay, Milwaukee, and Madison and all those communities have to offer.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the development and execution of strategic plans and initiatives.
- Oversee all aspects of library operations, including budgeting, personnel management, facilities, programming, and technology.
- Manage and develop a high-performing team, including hiring, coaching, evaluating, and mentoring staff.
- Administer and present the annual budget; manage financial resources and pursue alternative funding through grants, donations, and partnerships.
- Serve as the primary liaison to the Library Board, Friends of the Library, elected officials, and community stakeholders.
- Represent the Library at local, regional, and national events; advocate for library services and funding.
- Ensure compliance with Wisconsin public library statutes and Department of Public Instruction reporting requirements.
- Promote a safe, welcoming, and inclusive environment for all patrons and staff.

### QUALIFICATIONS, REQUIRED TRAINING AND EXPERIENCE

- Master's Degree in Library and Information Science from an ALA-accredited institution.
- Possession of or ability to obtain a Grade One Wisconsin Public Librarian Certification (continuing education required every 5 years).
- Minimum of six to seven years of public library experience, including at least three years in a management role.

- Demonstrated experience in budgeting, strategic planning, personnel management, and community engagement.
- Strong communication, leadership, and project management skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and library-specific technologies.

### **PREFERRED EXPERIENCE**

- Experience with grant writing and fundraising.
- Familiarity with public sector governance and library board relations.
- Commitment to diversity, equity, and inclusion in library services.

### **PHYSICAL REQUIREMENTS**

- Ability to operate standard office equipment and perform light physical tasks as needed.

**BENEFITS:** We offer a comprehensive benefit package including health, life, dental, and vision insurance; long-term disability; 457 and Roth retirement plans; and participation in the Wisconsin Retirement System—one of the best-funded public employee retirement systems in the country.

Relocation and Educational Assistance is also available.

**PAID TIME OFF:** We offer a generous paid time off package, including sick leave accruals (8 hours/month), and a vacation schedule based on previous career and field experience.

**SALARY RANGE:** \$112,881 – \$129,022 annually, based on qualifications and experience. Additional step increases may be available based on performance; annual COLA and step increases are subject to Library Board approval.

If you are interested in this excellent opportunity, please submit a cover letter and resume detailing your experience as it relates to this position to Jackie Braatz at [jbraatz@fdl.wi.gov](mailto:jbraatz@fdl.wi.gov).

**Open until filled.**

**Equal Opportunity Employer**