

Library Director Search
Ted & Grace Bachhuber Memorial Library
234 N John St
Mayville, WI 53050

The Ted & Grace Bachhuber Memorial 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 Wisconsin 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.
- Develop staff job descriptions, recommend and administer personnel policies.
- Define expectations for staff performance and provide opportunities for staff training.
- Consult with the Board of Trustees as needed, prepare a monthly agenda, and attend all board meetings.

About the Mayville Community

The City of Mayville is located near the Horicon Marsh, and within an hour drive of Appleton, Madison and Milwaukee. Mayville has an industrial background, and many large industries are headquartered in this rural community with a population of over 5,000 (with a service population of over 8,000). Our beautiful facility was recently built through the generosity of a local foundation and many donors.

Compensation and Benefits

The annual starting salary range for this position is \$50,000-60,000, 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 dhundt@mayvillecity.com.