



Library Director

Employment Opportunity





Who We Are

The City of Waupaca has a population of 6,282 residents as of the 2020 Census and has seen an influx of population growth over the past two years; with summer tourist travel our population increases to over 30,000. The City of Waupaca has just completed a Main Street renovation project that has helped reshape our downtown. The historic downtown and the pristine Waupaca Chain O' Lakes coupled with other area rivers, streams and lakes provide for countless outdoor recreation opportunities. A strong school district with beautiful facilities and a vibrant arts and culture presence are just a couple of things that make Waupaca a wonderful place for everyone to call home.

Library Profile

- Service population - 16,000
- Library Cardholders - 8,023
- Open 58 hours per week
- Staff of 14.39 FTE
- Operating budget is \$918,026
- Main Street presence since 1914, current location since 1993
- Member of Outagamie-Waupaca Library System (OWLS)
- Active Friends of the Library and Library Foundation support
- [Waupaca Area Public Library Strategic Plan 2020-2024 \[PDF\]](#)



Position

The Library Director is a department head position that will serve on the leadership team for the City of Waupaca and share valuable input into the short and long-term direction for the organization. We are looking for an energetic, collaborative Library Director with a passion for public service. Working closely with the Board of Trustees, the Director oversees and monitors all library operations, including budgeting, personnel management, and facilities management. The Director should be an ambassador of the library, highlighting its successes and communicating its needs.

Education and Experience

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and at least 5 - 7 years of public library experience preferred, including a minimum of 2 years in a supervisory role and public library administration; or any equivalent combination of training and experience which provides the following knowledge, ability and skills: see 'Requirements of Work' on [Library Director Job Description](#).

Compensation and Benefits

Salary range for this full time, exempt position is \$78,000 to \$83,200 per year. The City of Waupaca offers health, vision, dental, and life insurance options. The city participates in the Wisconsin Retirement System. Other benefits include paid sick leave, vacation, and holidays.





Application Process

All applications should be sent electronically to employment@waupacalibrary.org. Application material should include the following:

- City of Waupaca [employment application](#)
- Cover letter
- Resume with 3 references

All complete application packets will be reviewed on June 1st, 2022.

All questions should be directed toward Julie Eiden, Library Board of Trustees President who can be reached by email at: employment@waupacalibrary.org.

