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Argyle Public Library Director & Community Development Coordinator

Job Description

Job Title: Public Library Director & Community Development Coordinator

Reports To: Argyle Public Library Board of Trustees

General Function

The Public Library Director & Community Development Coordinator serves as the chief executive officer of the Argyle Public Library and provides leadership for library services, community engagement, local events, and related communications.

This position is responsible for implementing the library's mission, policies, programs, and long-range goals while also helping promote community events and activities through coordination, website updates, social media, and local communications.

Qualifications

- Commitment to the mission and philosophy of public library service.
- Excellent leadership, communication, organization, and interpersonal skills.
- Ability to work effectively with library trustees, village officials, staff, volunteers, patrons, businesses, community organizations, and the public.
- Strong initiative, independent judgment, problem-solving skills, and ability to plan strategically.
- Ability to manage multiple responsibilities, deadlines, public-facing services, and community projects.
- Comfort using technology, websites, social media, digital resources, and basic office software.
- Ability to represent the library and community in a professional, welcoming, and community-minded manner.

Educational Requirements and Experience

An associate degree from an accredited college or university and a Grade 3 Wisconsin Public Library Certification are required.

Additional education, prior library experience, event planning experience, marketing or communications experience, social media experience, or municipal experience is desirable but not required.

Principal Responsibilities

1. Library Administration and Public Services

The Director is responsible for the overall operation of the Argyle Public Library and for ensuring that library services are welcoming, inclusive, helpful, and responsive to community needs. Responsibilities include overseeing patron services, material lending, reference assistance, access to electronic information, public programs, community calendars, and other library services.

2. Working with the Library Board

The Director reports to the Library Board of Trustees, which governs the library and hires the Director. The Director prepares draft meeting agendas, provides administrative support, compiles materials for agenda items, keeps the Board informed about library issues, promotes trustee education, orients new Board members, assists with policy development, helps prepare and justify the annual budget, and presents issues and recommendations to the Board.

3. Collection Development and Technical Services

The Director oversees the selection, acquisition, cataloging, weeding, circulation, and evaluation of library materials in multiple formats, in accordance with the collection development policy approved by the Library Board. The Director also oversees interlibrary loan activity and serves as the first point of contact for material challenge requests, following established policies and procedures.

4. Staff and Volunteer Supervision

The Director is responsible for recruiting, hiring, training, supervising, scheduling, and evaluating library staff and volunteers. The Director works to maintain a positive work environment, support professional development, encourage teamwork, and ensure that staff and volunteers understand and follow library policies and procedures.

5. Budgeting and Financial Management

The Director develops the library's annual budget for the fiscal year of January 1 through December 31 and presents the budget to the Library Board. The Director also assists in presenting the budget to the Village Board as needed. The Director manages the approved library budget, submits bills each month for Library Board approval, maintains accurate financial records, and reports on the library's financial position as part of the annual report to the State of Wisconsin.

6. Policies, Procedures, and Compliance

The Director is responsible for developing policies for Library Board consideration and creating procedures to administer those policies effectively and efficiently. The Director and Library Board work together to keep policies and procedures current, consistent, fair, compliant with local, state, and federal laws, and in the public interest.

7. Planning for the Library's Future

The Director works with the Library Board and the community to develop and maintain a long-range plan for the library and advocates for the ongoing growth and development of the library so that it continues to meet the changing needs of Argyle and the surrounding community.

8. Library Advocacy, Promotion, and Community Engagement

The Director serves as a key advocate for the library and promotes library services, materials, programs, databases, special collections, and resources available through the Southwest Wisconsin Library System, the Wisconsin Department of Public Instruction, and other partners. The Director works with library staff, the Library Board, patrons, the Friends of the Library, local organizations, businesses, and community stakeholders to strengthen public awareness of the library and its role in the community.

9. Facility and Grounds

The Director oversees the care and maintenance of the library facility and grounds. This includes identifying facility or grounds-related needs, communicating concerns to the Library Board, coordinating with appropriate village staff or vendors, and helping ensure that the library is safe, accessible, welcoming, and functional.

10. Community Event Promotion, Website Updates, and Social Media

In addition to library administration, the Director supports community engagement by helping promote local events, activities, and public information. Responsibilities include making website updates related to community events, maintaining community calendars as assigned, creating social media posts and Facebook events, sharing appropriate community information, and helping promote local activities through available communication channels. The Director may also help create event advertisements, public notices, flyers, thank-you notices, and other basic promotional materials for community events and activities.

11. Community Events and Activities

The Director helps plan, coordinate, promote, and document community events and activities. These may include, but are not limited to, Community-wide Garage Sale weekend, Argyle's Open Market, Park Palooza, Chili Cook-off, Welcome Holidays, Holiday Lighting Contest, and other village or community activities. Responsibilities may include maintaining planning notes, vendor lists, contact lists, advertisements, maps, event schedules, volunteer coordination, supply coordination, prize drawings, thank-you notices, and follow-up information for future planning. The Director may also coordinate with local businesses, organizations, volunteers, the Fire Department, EMS, schools, media partners, and other community groups to support successful events.

Additional Expectations

The Public Library Director & Community Development Coordinator is expected to exercise good judgment, communicate clearly, manage time effectively, and balance library operations with assigned community engagement responsibilities.

The position requires a person who is comfortable working independently, coordinating with the Library Board and community partners, representing the library and community in public settings, and helping strengthen Argyle as a welcoming, informed, and engaged community.