



## Village of Cottage Grove Position Description

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### Cottage Grove Library Director (Part-Time)

#### Job Announcement

“Let’s meet at the library!” The Cottage Grove Village Board of Trustees has identified the community’s number one priority as building a public library and meeting space. They need your knowledge and expertise to make this priority a reality. This opportunity is a cornerstone in the library’s design, construction, and opening in 2026. This position will start as part-time with the opportunity to become full-time through the project of forming the library.

#### Summary / Objective

Under the direction of the Cottage Grove Library Board, the Library Director will act as chief executive officer and assist in establishing the village’s first public library and developing library programs. This position will be supervised by [Village Staff Position]

The Library Director is responsible for managing and directing internal and external work on forming and maintaining the Cottage Grove Library. The position informs all parties concerning the requirements and standards to open a public library according to the Dane County Library Service and Wisconsin Public Library Standards. In addition, this position will identify and plan library services and programs, identifies and addresses needs, and communicates with various stakeholders.

#### Duties and Responsibilities

- Ensure that formation of the library and ongoing operations align with Federal, State, and Dane County Library Services statutes, regulations, standards, and guidelines.
- Provide the Library Board with reports and recommendations concerning the formation and operations of the library and participation in relevant sub-committees.
- Develop a cohesive communication plan that promotes the formation of the library and library programming.
- Create and manage the operational library budget.
- Create and implement library programs for the community.
- Draft, validate, and implement library policies, standards, and processes.
- Identify and support fundraising efforts, including identifying and applying for relevant grants.
- Identify, recommend, and design services that should be included as part of a Level I, Level II, and Level III library.

#### Knowledge, Skills, and Abilities

*Required:*

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- Three or more years of experience performing responsible professional library work as a librarian.
- A bachelor's degree from an accredited library school with a master's degree in library or information science.
- Experience complying with the Wisconsin Public Library Standards or other similar frameworks.
- One or more years of experience working with local government or external relations.
- Experience in creating and managing operational budgets.
- Experience with or certification in project management frameworks.

### *Preferred:*

- A master's degree in library or information science.
- Experience providing reports and recommendations to a Library Board.
- Experience in opening a new library.
- Experience in fundraising or grant writing.

### **Physical Requirements**

None at this time.

### **Work Environment**

This position can work hybrid/remote/office at the discretion of the [Village Supervising Staff] and the Library Board President.

### **Hours of Work**

A standard working week is 20 hours. Days and time may vary based on the need to attend public meetings, community events, and workload. The schedule is at the discretion of [Village Supervising Staff] and the Library Board President. Attendance at evening meetings is required as assigned.

*The Village of Cottage Grove is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*