

**LIBRARY DIRECTOR**  
**NEW RICHMOND, WISCONSIN**

The Carleton A. Friday Memorial Library (New Richmond, WI) seeks a well-organized, energetic and innovative leader to manage the operations of the library. The Director will lead the library with a new chapter into the library's future. We are committed to the construction of a new building in the near future to enhance the library's programming and services to the community. Supporting the library's mission to be a cornerstone of the community, the ideal candidate will be a visionary for libraries of the future, while maintaining a strong connection to traditional services.

The city of New Richmond is located in St. Croix County, Wisconsin, approximately 40 miles east of the St. Paul/Minneapolis Metro Area. The current population of New Richmond is 9,167, however the library service area is approximately 25,000. The city has a growing community with several highly specialized businesses and is home to the School District of New Richmond and the Wisconsin Indianhead Technical College. New Richmond is a vibrant small town with big-city services.

**Responsibilities:** The Library Director reports to a 7-member Board of Trustees and is responsible for the overall management of the library. Essential duties include building and maintaining our services, managing the library budget, supervising the library staff, and promoting the library within the City of New Richmond and the surrounding area.

**Qualifications:** Candidates must be eligible for Wisconsin Grade I certification. A Library Science Master's Degree and progressive library experience are required. Library administration experience is preferred. The ideal candidate also needs excellent interpersonal skills; the ability to develop and maintain effective working relationships with their staff, the Board, the City of New Richmond and community organizations. Knowledge of current library practices, technology and trends is required.

**Compensation:** Salary is based on experience and qualifications with excellent benefits.

Please email your application, resume, cover letter, references and supplemental questions to the Library Search Committee at [directorsearch@newrichmondlibrary.org](mailto:directorsearch@newrichmondlibrary.org) by 6:00 pm on February 24, 2021. Applications received after the deadline may not be considered. Please see [www.newrichmondlibrary.org](http://www.newrichmondlibrary.org) for the application and more information.

**Supplemental Questions:**

- 1) Why are libraries important to you?
- 2) In this position, you will work on a variety of projects with various stakeholders. How do you manage multiple projects while ensuring effective communication?
- 3) What are quality traits of an effective leader?
- 4) What are your salary expectations?