

McIntosh Memorial Library Job Posting
Director of Adult Services, Circulation and Technology

The McIntosh Memorial Library in Viroqua, WI is seeking a highly motivated individual to fill the full-time position of Director of Adult Services, Circulation and Technology. Under the guidance of the Library Director the person employed in this position will oversee the adult department, circulation desk, and technical services.

Key responsibilities of this position include, but are not limited to:

- Oversees and coordinates all circulation desk functions including training staff, scheduling, shelving, bin delivery, and patron assistance.
- Purchases materials and manages the collections located within the adult department plus periodicals.
- Catalogs new and donated materials for circulation into the ILS.
- Provides technical support and maintenance for all library computers (staff and public), printers, software, and other electronic devices.
- Coordinates the purchasing and technical enhancements associated with the library ILS, devices, software programs, and computer maintenance.

Qualifications include:

- A bachelor's degree or equivalent library experience.
- Experience in libraries is required especially in circulation and cataloging.
- Experience in staff supervision and training is preferred.

The person employed in this position will be part of a three-member director's team. The position requires the person to have a positive attitude, strong communication skills, enjoy working with a team, and can multi-task in a fast-paced work environment.

This is a full-time position with a starting wage of \$42,000 plus a fringe benefits package. The City of Viroqua is an equal opportunity employer.

Interested applicants should visit www.mcintoshmemoriallibrary.org to view the job description. Please submit a cover letter, resume, and job application to Library Director Trina Erickson at t.erickson@wrlsweb.org Applications will be accepted until the position is filled.