

Lac Courte Oreilles Ojibwe University
Position Description No. LD33026



Position Title: Library Director
Reports To: Dean of Academic Affairs
FLSA Status: Exempt
Annual Contract: Full-time, 40 hours per week, 52 weeks per year
Salary Range: \$55,000 - \$63,000 – Dependent on qualifications
Posting Date: April 01, 2026
Application Deadline: April 15, 2026, or until filled
Start Date: As soon as possible

General Position Summary:

Leads the strategic direction, daily operations, and community impact of the library. This role oversees collections, technology, programming, and staff while ensuring the library remains an inclusive, innovative, and accessible resource for all users.

Key Responsibilities:

- Curate, evaluate, and manage physical and digital collections to meet evolving user needs
- Oversee library budget, financial planning, and grant development/management
- Design, implement, and promote engaging programs, events, and outreach initiatives
- Build and maintain partnerships with community organizations, educational institutions, and library systems
- Lead the integration and advancement of library technologies, including digital resources and services
- Serve as the primary liaison to the Library Board and affiliated systems (e.g., Northern Waters Library Service)
- Ensure compliance with state standards, including Wisconsin DPI requirements
- Develop marketing and communication materials across multiple platforms (print and digital)
- Identify and pursue alternative funding opportunities, including grants and partnerships
- Support and promote information literacy, digital literacy, and lifelong learning initiatives
- Stay current with industry trends through professional development and active participation in professional organizations

Minimum Qualifications:

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited institution
- Academic background or demonstrated knowledge in the humanities
- Knowledge of or experience with American Indian/Indigenous studies and communities preferred

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Knowledge, Skills, and Abilities Required:

- Proficiency with modern library systems, digital tools, and emerging technologies
- Strong financial management and budgeting skills
- Experience with grant writing and funding acquisition
- Excellent organizational, project management, and problem-solving abilities
- Strong written and verbal communication skills, including marketing and public relations
- Commitment to equity, inclusion, and culturally responsive service
- Ability to lead, supervise, and develop staff in a collaborative environment
- Ability to adapt to changing priorities and manage multiple responsibilities
- Customer-service mindset with the ability to engage diverse populations
- Other duties as assigned

Work Environment:

- Primarily office-based, with regular interaction with patrons and staff
- Frequent use of computers and digital systems
- Occasional lifting (up to 25 lbs.)
- Schedule may include evenings and weekends (including Saturdays)

Reportability:

- Reports to Dean of Academic Affairs

Supervision:

- Supervises Library and Archives Assistant

Application Process:

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/employment) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

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All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”