<table>
<thead>
<tr>
<th>City of Oregon City</th>
<th>Position Description</th>
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<tbody>
<tr>
<td>Position: Library Director</td>
<td>Management</td>
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<td>Department: Library</td>
<td>FLSA: Exempt</td>
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<td>Reports to: City Manager</td>
<td>Salary Grade: 157</td>
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</table>

**Summary**

To plan, direct, manage, and oversee the activities, operations, and personnel of the City's library; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager, Library Board and City Commission.

**Distinguishing Career Features**

This is a senior level library professional position requiring leadership, strategic planning, and budgeting skills.

**Essential Duties and Responsibilities**

- Assumes full management responsibility for all library services; recommends and administers policies and procedures.
- Manages the development and implementation of library goals, objectives, policies, and priorities for each assigned service area. Implements the strategic plan.
- Assesses community needs; determines scope and nature of required library programs, collections, and services; develops and coordinates long-term plan of service.
- Researches, plans, coordinates, explains, justifies, and defends library programs, policies, and activities;
- Establish appropriate service and staffing levels; monitors and evaluates the effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Selects, trains, motivates, and evaluates library personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs and coordinates, through subordinate level staff, the library's work plan; assigns projects and programmatic areas of responsibilities; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationship; identifies opportunities for improvement; directs and implements changes.
- Oversees and participates in the development and administration of the library budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
• Represents the Library to other City departments, elected officials and outside agencies; coordinates library activities with those of other departments and outside agencies and organizations.

• Provides staff assistance to the City Manager, City Commission, and Library Board of Trustees; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

• Represents the library in all activities relating to the governance, operation and development of County-wide Library Network.

• Coordinates and directs the maintenance of Library facilities and equipment; plans and projects adequacy of building criteria to meet the requirements of future library development.

• Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of library science.

• Negotiates and resolves sensitive and controversial issues. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

• Performs related duties and responsibilities as required. Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge of

• Operations, services and activities of a comprehensive library service program. An understanding of both traditional and new ways libraries serve communities
• Management skills to analyze programs, policies, and operational needs.
• Principles and practices of library science, business management, program development, and administration.
• Principles and practices of municipal budget preparation, and administration.
• Principles of supervision, training, and performance evaluation.
• Thorough knowledge of automated library systems, social media, computers, and related technology
• Publishing industry in all formats including digital; information sources in all media.
• Pertinent federal, state, and local laws, codes and regulations.

Abilities

• Lead and direct the operations, service and activities of the Oregon City Public Library.
• Plan, organize, direct, and coordinate the work of staff.
• Select, supervise, train and evaluate staff.
• Delegate authority and responsibility.
• Identify and respond to community and City Council issues, concerns and needs.
• Develop and administer, departmental goals, objectives, and procedures.
• Prepare clear and concise administrative and financial reports.
• Prepare and administer large and complex budgets.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and
implement recommendations in support of goals.

- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and Local policies, laws and regulations.
- Exhibit excellent inter-personal and communications skills, both oral and written.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Demonstrated patience and skill in dealing with general public.

**Physical Abilities**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may encounter frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Education and Experience**

**Education requirements:** A master’s degree in library science from an A.L.A. accredited library school.

Minimum of five years of progressively responsible professional library experience, including management and supervisory experience, which demonstrates considerable knowledge in the principles and practices of general administration and supervision, and extensive knowledge of the methods, policies, practices, principles, and procedures of professional library work.

**Licenses and Certificates**

May require a valid driver’s license.

**Working Conditions**

Work is performed indoors where some safety considerations exist from intermittent physical labor, electrical shock, and handling of medium weight, yet, awkward materials.