



# Library Director

**DEPARTMENT:** Library  
**CLASSIFICATION:** Exempt

**SUPERVISOR:** City Manager  
**PAYROLL:** Grade 130

**PURPOSE OF POSITION:** Plan, direct, and oversee the delivery of library services within the City. Supervise library personnel in the performance of their duties. Attend related meetings and trainings. Communicate with public in matters pertaining to library functions. Ensure adequate maintenance of library facilities. Serves as a member of the City's management team.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Evaluate, develop and establish departmental goals and objectives. Plan and develop collections, library-related programs, policies, services and activities based on analysis of City growth, usage patterns, workload, staffing levels, patron requests and related legislative issues to provide appropriate library services to the community.
- Assign, supervise and evaluate work of subordinates, including supervisory personnel. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.
- Perform professional librarian duties, e.g. collaborate with staff to evaluate, choose selection of and ordering new materials; classify and catalog materials; provide reference services; determine withdrawals from circulation; etc.
- The Director or a designee may represent the City at public forums and the Chemeketa Cooperative Regional Library Service. On occasion, the Library Director or designee may attend and make presentations to various community groups, professional and civic organization meetings to promote library programs and activities.
- Prepare and present initial budget request. Monitor and approve expenditures for compliance to approved budget. Review and approve budget requests and purchase orders within the department. Develop grant requests and solicit funds for special projects.
- Oversee the Library Board as per Stayton Municipal Code 2.48 "Public Library."
- Work with the Stayton Public Library Foundation and the Friends of the Stayton Library, helping achieve common goals.
- Attend City Council, library board meetings and various other meetings at the direction of the City Administrator, providing input and receiving direction or other information.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.

- Exhibit leadership to fellow employees and foster a positive environment in which employees are focused on producing quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules and procedures established for work areas.
- Other duties as assigned.

### **AUXILIARY JOB FUNCTIONS**

- Maintain proficiency by attending training, conferences, and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION / EXPERIENCE**

- Equivalent to completion of an ALA accredited Masters of Library Science program and over four years professional experience including a direct working relationship with a library board, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Two years supervisory experience.
- Broad knowledge of the principles, practices and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance and circulation of print and non-print materials, reference and outreach practices. Knowledge of statutes and ordinances governing public library service.
- Knowledge of Microsoft Office Suite.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Must obtain valid CPR/First Aid card as offered.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Usual office working conditions.
- The noise level in the work environment is typical of most library and/or office environments with telephones, personal interruption, and background noises.
- Work schedule may include evening and weekend assignments.

**PHYSICAL ABILITIES**

*The physical demands 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 position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls.
- The position requires mobility.
- Duties involve moving materials weighing up to five pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, projectors, and standard office and library equipment.

**SUPERVISION**

- Responsible for over 2, seldom over 6 FTE, representing up to 20 people, including volunteers.
- Works under the general supervision of the City Administrator.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THIS POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_

Library Director

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

\_\_\_\_\_

Date