

Umatilla County Special Library District

Model Job Description

City Library Director

GENERAL STATEMENT OF DUTIES: Directs City Public Library programs and services according to the 21st century vision, mission, policies and goals established by the City and in accordance with the cooperative Agreement for Library Services with the Umatilla County Special Library District (UCSLD), which is attached.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager or equivalent City authority who assigns responsibilities, monitors progress, and reviews work for effectiveness.

SUPERVISION EXERCISED: Oversees direct or delegated supervision of employees and volunteers.

EXAMPLES OF PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists the Library Board in recommending and overseeing the annual budget according to City library vision, mission, policies and goals that supports the City's Annual Library Service Plan (ALSP).
2. Recommends library policies and develops strategies, organizes and directs the operation of the City Library according to City Library vision, mission, policies and goals and the City's ALSP.
3. Provides an enriched Library environment containing a wide variety and range of materials for all ages groups that will invite intellectual growth resulting in a busy, welcoming, learning-centered, and innovative Public Library.
4. Investigates new and innovative library techniques, practices, and procedures and revises present methods to improve services.
5. Develops approaches and methods to measure Library services and productivity and evaluate Library services.
6. Develops and maintains effective, positive working relationships with the City, Library Board, Staff and community. Actively participates in professional library activities and organizations and coordinates library activities with other libraries throughout the County and region.
7. In collaboration with the City, the Library Board and community helps develop additional revenue to support the library programs and services. Grant-based programs and appropriate entrepreneurial ventures that bring new clientele to the library will be considered.
8. Develops and implements a plan for Library growth, use, and development of Library facilities including future expansion.
9. Collaborating with relevant community organizations develops Library programs and services supporting the livability, economic well-being and vitality of the community.

10. Listens and communicates effectively with other officials, volunteers, citizens, Library Board, Friends of the Library, clubs and other community organizations explaining the library system, objectives, policies, services and goals.

11. Identifies Library-related problems and recommends creative community-oriented solutions.

12. Ensures the City's philosophy of successful customer service is understood by all staff and volunteers and carried out in all forms of communication.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Works with Children's Collections and Community Programs to stimulate interest in reading for all age groups, including the summer reading program, story times, family literacy programs and adult book clubs with special attention to an Early Learners program that follows students from childhood through high school. Incumbent will write news releases and prepare articles relative to these. They will also oversee and develop a library marketing plan with promotional materials for the library and will collaborate with school librarians.

2. Develops and maintains a Business Resource Center, with career development materials, books and reference materials, and Core Business Resources including databases, periodical articles, government information, Internet sites, major reference books, core journals for each field, and links to professional organizations.

3. Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct projects having a City-wide impact.

4. Prepares, administers and monitors operating and capital budgets; coordinates fund raising programs and other fund-raising efforts including grant applications and related administration.

5. Responsible for selection, supervision, training and evaluation of Library staff and volunteers.

RECRUITMENT REQUIREMENTS, KNOWLEDGE, SKILL AND ABILITY:

1. Thorough knowledge of successful 21st century public library practices and processes in developing community and cooperative library services through collaboration, leadership and team building; library operations principles and practices, program planning and evaluation; public library laws and current trends in library services; open to new ideas.

2. The incumbent will establish a culture in which every employee has the opportunity to make a full organizational contribution and to advance on the basis of excellent performance. The position requires someone who embraces diversity and has the ability to create an environment that encourages and rewards risk taking at all levels of the organization and serves as a catalyst for creating change.

EXPERIENCE AND TRAINING:

Bachelors or Masters Degree in Library and Information Science with several years of library experience that demonstrates administrative ability and leadership qualities required to perform the essential functions of the job preferred ; or any satisfactory equivalent combination of experience and training. Incumbent must have a record of community involvement and professional contributions in the library field.

The Umatilla County Special Library District (UCSLD) Priorities for Program and Service Delivery:

1. Early Childhood Program: Focused on early childhood literacy that gets children ready to learn.
2. K-12 Youth Programs: Focused on establishing/maintaining a lifelong relationship between the youth and the public library and providing relevant services.
3. Adult Programs: Focused on continuing education programs, enhancement of economic viability, and lifelong learning. Includes outreach to seniors and the homebound.
4. Training Program: Focused on identifying and providing specific training needed by staff, board and volunteers that will strengthen skills, services, and programs.
5. Technology: Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning.
6. Welcoming/User Friendly Atmosphere: Focused on developing the library as a friendly, active and welcoming center of rural community life.
7. Effective Library Board: Focused on a committed and effective board, actively engaged in the governance and planning for the library.
8. Friends/Volunteer Program: Focused on training and utilizing Friends and Volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity, and community relations.
9. Community Relations Program: Focused on establishing the library as a vital presence in the community.

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