



CITY OF MAUPIN

Job Description

Dec. 20, 2017

Job Title: Library Director

Department: Southern Wasco County Public Library

Salary Range: \$30,000 - \$45,000 (Annualized) \$14.00 hr. - \$22.00 hr.

General Statement of Duties:

The Library Director assumes responsibility for planning, organizing, directing and coordinating all activities related to the operation of the South Wasco County Public Library. Serves as principal liaison between the SWC public library, Wasco County Library Service District Board of Directors, The Dalles – Wasco County Library Director, Maupin City Council and the community at large. Supervision is exercised over auxiliary staff and volunteers.

Supervision Received:

This is a staff position within the City of Maupin and is therefore directly supervised by the Mayor and reports to the City Council through the Mayor.

Supervision Exercised:

This position supervises one or two part-time library staff and various volunteers or associated library groups.

Essential Duties and Responsibilities:

1. Establishes and maintains library operation policies and procedures. Responds to and resolves citizen inquiries and concerns regarding the library operation.
2. Administers approved budget and supervises library finances. Confers with City Recorder regarding purchasing matters.
3. Oversees the development, replacement and updating of the library's collection in coordination with Library District policies and staff. Researches and stays current on new book, DVD or other collection material releases.
4. Provides reference assistance and advisory services for the public, including educating staff and the public on how to use technology to retrieve the information needed.

5. Provides direct referrals to other information sources and coordinates inter-library loan services with Library District staff.
6. Coordinates District sponsored children's programs with Senior Library Technician. Responsible for creating and supervising a regular story time program with age appropriate reading, activities and/or crafts.
7. Coordinates development and administers a summer reading program with age appropriate reading and activities for multiple age groups.
8. Builds community partnerships with schools, childcare providers, civic organizations and local businesses.
9. Processes donations of circulation materials and updates bibliographic records on the Sage library system.
10. Annually evaluates and updates the library's technology plan with the Library District staff, responding to new developments and opportunities as they arise, and meeting with federal E-rate program requirements.
11. Coordinates development of annual budget and capital improvement projects with City Maintenance staff to ensure proper maintenance of library building and grounds. Communicates with City Maintenance staff regarding maintenance needs on an ongoing basis.
12. Participates in annually identifying and prioritizing budget needs with County Library Director and Library District Board. Prepares preliminary Maupin branch budget request for Mayor and City Council.
13. Presents budget request for City Budget Committee.
14. Schedules, trains and supervises auxiliary library staff and volunteers. Coordinates with Mayor for interviewing and hiring process of library staff.
15. Makes recommendations to the County Library Director and Library District Board regarding rules, policies, and long range plans for the efficient and effective operation of the library and its services and programs.
16. Coordinates the implementation of District goals and objectives with the District Library staff.
17. Prepares annual report for Oregon State Library and submits it in a timely manner. Prepares reports as required for consideration by the Library District Board, City Council, County Court and State Library.
18. Takes responsibility for the safety and well-being of the library staff, volunteers, as well as the repair and maintenance of the facility and equipment.
19. Maintains communication with other libraries through attendance at meetings and participation in professional library associations.
20. Coordinates the hiring, scheduling and program details of performers, and other specialty events in conjunction with library themes and programs.
21. Works with fundraising committees for expansion projects of library building, furnishings and other needed projects. Holds a seat on the committee, participates in goal

setting, and coordinates the implementation of fundraising activities and actively participates in fundraising programs.

22. Monitors the progress of fundraising and reports to the public as to the progress.
23. Participation in continuing education to further knowledge of the position and responsibilities when and where appropriate.

Other Job Functions:

1. Conducts research on current library trends, new technology and library services and when possible incorporating those trends into this library.
2. Acts as community/library liaison working with the public and public information services i.e. newspapers & broadcast media. Develops and maintains website and social media pages.
3. Creates and maintains displays and presentation of library themes in an ongoing basis.
4. Promotes community awareness and utilization of library services through public relations activities on an ongoing basis.
5. Coordinates with District staff in pursuing grants and other sources of alternative funds to supplement library budget. Manages grant funds and oversees activities related to grant projects in co-ordination with the City Recorder. Processes reports on grant use to grant funding agencies.
6. Is available to occasionally work evenings and weekends.
7. Maintains inventory of library fixed assets and collection.
8. Light housekeeping i.e. dusting, vacuuming, empty garbage
9. Performs other related duties and tasks as assigned.
10. Maintains a safe work environment for staff and public.

Required/Preferred Knowledge and Abilities:

Knowledge of:

1. Library operation and terminology
2. Administrative procedures pertaining to library work
3. Library planning, budgeting and programming
4. Library automation systems

Ability to:

1. Establish and maintain necessary administrative records and to prepare periodic and special reports
2. Formulate long range organizational plans and policies
3. Establish and maintain effective working relationships with other employees, public officials and the general public
4. Communicate effectively, both orally and in writing with other employees, public officials and the general public

5. Physically perform essential job functions

Experience/Training required:

1. Two years of responsible library work experience and post high school education desirable, or any satisfactory combination of education and experience to successfully perform the duties of this position

License or certificate:

1. None

Other Requirements:

1. Must possess a valid driver's license.
2. Must be bondable
3. Employees are required to follow pre-employment physical, drug screening and background check per City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin.

The Library Director and staff will serve all people within the library's jurisdiction without discrimination regardless of race, color, national origin, religion, sexual orientation, political affiliation, age, disability, protected-medical conditions, pregnancy, marital status, veteran status, or any other protected characteristics as established by law.