



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Position Available

Posting Date: May 7, 2021

Closing Date: June 4, 2021

Anticipated Start Date: July 2021

Job Title: Library Director

Department: Southern Wasco County Public Library

Salary Range: Full-time, \$16-\$22 per hour

To apply: Please send a resume, cover letter, and a completed City of Maupin employment application form to Maupin's City Hall. Applications can be mailed to PO Box 308, Maupin, OR 97037, dropped off at the City Hall front desk, or emailed to citymanager@cityofmaupin.org. Please call City Hall with any questions, 541-395-2698.

General Statement of Duties

The City of Maupin is recruiting a Library Director for the Southern Wasco County Library (SWCL) who is eager to start the library's next chapter. The Library Director assumes responsibility for planning, organizing, directing and coordinating all activities related to the operation of the SWCL and serves as principal liaison with the Wasco County Library Service District Board of Directors, The Dalles-Wasco County Library Director, Maupin City Council, and the community at large. The full-time position comes with an excellent benefits package.

Supervision & Oversight

This is a staff position within the City of Maupin and is directly supervised by the Maupin City Manager and reports to the Maupin City Council through the Maupin City Recorder. The Library Director supervises part-time library staff and various volunteers or associated library groups.

Essential Duties and Responsibilities

Library Operations:

- Establishes and maintains library operation policies and procedures; responds to and resolves citizen inquiries and concerns regarding the library operation
- 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, database, or other collection material releases
- Acts as a reference librarian for the public and provides direct referrals to other information sources
- Coordinates district-sponsored children's programs with library district's Children's Librarian
- Responsible for creating and supervising a regular story time program with age-appropriate reading, activities, and/or crafts
- Coordinates the annual Ready to Read grant with age-appropriate reading programs and activities
- Determines material donation procedures and processes
- Annually evaluates and updates the library's technology plan with the district library staff, responding to new developments and opportunities as they arise, and meeting with state public library standards

- 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; Coordinates the implementation of district goals and objectives with the district library staff
- Prepares the annual report for the State Library of Oregon and submits it in a timely manner; prepares reports as required for consideration by the Wasco County Library District Board, Maupin City Council, and State Library of Oregon
- Plans and coordinates regular library programming for all ages, including in-person events, virtual events, and passive programming that is exciting and relevant for the community
- Conducts research on current library trends, new technology, and library services and, when possible, incorporates those trends into this library
- Creates and maintains displays and presentation of library themes on an ongoing basis
- Maintains inventory of library fixed assets and collections

Budget Development/Implementation

- Administers approved budget and supervises library finances; confers with City Recorder regarding purchasing matters
- Coordinates development of annual budget and capital improvement projects with city staff to ensure proper maintenance of library building and grounds; communicates with city maintenance staff regarding maintenance needs on an ongoing basis

Fundraising & Grants

- Serves as the Secretary for the Southern Wasco County Library Foundation; records minutes for Foundation board meeting; maintains Foundation records; coordinates and implements Foundation marketing and annual donation materials
- 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 coordination with the city recorder; processes reports on grant use to funding agencies

Public Relations

- Provides friendly, excellent, and efficient customer service to all patrons, staff and volunteers
- 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
- Builds community partnerships with schools, childcare providers, civic organizations, and local businesses
- Maintains communication with other libraries through attendance at meetings and participation in professional library associations
- Acts as community/library liaison working with the public and public information services, i.e. newspapers and broadcast media; develops and maintains website and social media pages
- Promotes community awareness and utilization of library services through public relations activities on an ongoing basis

Professional Development

- Actively participates in continuing education opportunities and relevant professional organizations to further knowledge of the position and responsibilities when and where appropriate

Personnel Management/Oversight

- Works independently with limited direction or supervision
- Schedules, trains, and oversees part-time library staff and volunteers; coordinates with City Manager in the hiring process of library staff
- Works with City Manager to provide annual staff performance evaluations
- Takes responsibility for the safety and well-being of the library staff and volunteers as well as the repair and maintenance of the facility and equipment
- Maintains a safe work environment for staff and the public

Other Job Functions

- Flexible to meet the needs of the library and Maupin City Hall to include work schedules that may change periodically, including evenings and weekends
- Light housekeeping, i.e. dusting, vacuuming, emptying garbage
- Physically perform essential job functions
- Perform other related duties and tasks as assigned, including as an office assistant at City Hall as needed

Education and Experience Requirements

- Post-secondary education desired and two years of progressively responsible administrative experience in library or government service that includes a background in management, administration, operations and finance, *or* a satisfactory combination of education and experience
- Bilingual abilities preferred

Preferred Knowledge and Abilities

Knowledge of:

- Library operations, technology, administrative procedures, and management
- Library planning, budgeting, and programming
- Social media marketing (Facebook, Instagram, Mailchimp, Canva) and basic content management software (Wordpress, Squarespace)

Ability to:

- Maintain regular and reliable attendance
- Acquire and effectively implement knowledge of library policies and procedures and to use independent judgment to resolve circulation and patron problems within established guidelines
- Establish and maintain necessary administrative records and to prepare periodic and special reports and state statistical reports
- Formulate long-range organizational plans and policies
- Communicate effectively, both orally and in writing, with employees, public officials, and the public
- Collaborate with community partners with the ultimate goal of increasing literacy and learning and preparing our youth for the future
- Establish and maintain effective working relationships with all employees, public officials, and the public

Other Requirements

- Must possess a valid driver's license
- Employees are required to follow pre-employment physical, drug screening, and criminal background checks per City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin

Diversity, Equity, and Inclusion: The librarian and library 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.

Equal Opportunity Employment: The City of Maupin is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.