

**ORGANIZATION:** City of North Plains  
**LOCATION:** North Plains, Oregon  
**DEPARTMENT:** Library Department

**DATE:** June 5, 2019

**JOB TITLE:** Library Director

**PURPOSE OF POSITION:** Plan, direct and oversee North Plains Public Library services. The Library Director supervises paid and volunteer library personnel in performance of their duties. This position is also responsible for public communications pertaining to library services and ensuring the adequate maintenance of library facilities and collection.

**ESSENTIAL JOB FUNCTIONS:**

Leads the day-to-day operations of the Library, including but not limited to: select and order new materials, oversee the classification and cataloging of materials, provide reference services, determine items to be withdrawn from circulation, etc.

Supervises staff and volunteers to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Plans and develops collections, programs, services and activities based on strategic plan goals, analysis of public interest and need, use patterns, workload and staffing levels and related issues to provide appropriate library services to the community.

Designs and implements creative public-facing events. This will involve planning and coordinating other staff and city resources to design the logistics and operational details for these events. Presentation work to introduce visiting speakers or other program elements will be a part of this duty.

With assistance of the Library Board, evaluate, develop, and implement goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities.

Collaborate budget preparation with the City Manager, Finance Director, Friends of the North Plains Library representative, and the Library Board to finalize budget recommendation to the city Budget Committee. Monitor and approve expenditures for compliance to approved budget.

Attend and facilitate Library Board meetings, providing input and receiving direction or other information. Signs all writings authorized by the Board as required by Oregon Library Law.

Develop strong partnerships within the community and with the Washington County Cooperative Library Services and members. Advocate for the Library by attending various meetings to communicate about policies and programs, and developing good will.

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**AUXILIARY JOB FUNCTIONS:** Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in the library field. May perform a wide variety of library tasks as workload and staffing levels dictate, e.g., identify overdue items, check in/out materials, re-shelve materials, etc. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**Knowledge and Skills:** Master's degree in Library Science and five years' experience in public libraries, with three years of experience in a supervisory and management position. Knowledge of statutes and ordinances governing public library service.

**PHYSICAL DEMANDS OF POSITION:** Stooping, crouching, reaching, walking, lifting, grasping, talking, hearing, seeing and repetitive motions with or without reasonable accommodation. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Certain work assignments may include evening work hours and evening meetings.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervision of all library personnel.

**SUPERVISION RECEIVED:** Works under the general direction of the City Manager.

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 THE POSITION.