



City of Lake Oswego, Oregon

Job Description

DIRECTOR, LIBRARY SERVICES

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 660

Job Code: 5050

Summary

Under direction, plans, organizes and directs the City Library including reference, circulation, technical, youth and adult services. Supervises staff in library programs and activities. Evaluates Library Services and programs; establishes programs, policies and procedures; and, develops and administers the Library budget. Provides staff assistance to the Library Advisory Board.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Oversees Library Services including establishing and enforcing policies and procedures; evaluating services, programs and systems; and, implementing changes ensuring short- and long-term goals are met.
2. Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and programs, interpreting and implementing policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
3. Coordinates and oversees the maintenance and repair of Library facilities and equipment including scheduling and making purchasing decisions.
4. Develops and monitors the Library Services budget including determining services, capital purchases, staffing levels and establishing programs. Monitors expenditures and approves purchases ensuring department remains within budget.
5. Provides technical assistance to the Assistant City Manager, department heads and support staff such as assisting in accessing information and in coordinating library activities with other departments' interests.
6. Answers general public questions and resolves conflicts regarding Library Services including determining information to be disseminated and the method for releasing information.
7. Represents Library Services and the City on various boards, committees and councils in order to determine how the Library can serve the interests of others and provide quality services.
8. Participates in the Library Advisory Board Meetings including determining the design of the Board, agenda items, format for reports and standards for services.
9. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Municipal library system theories and principles.
- State and federal laws governing library sciences.
- Report writing.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Prepare budgets.
- Track and record expenditures.
- Implement catalog and circulation systems.
- Develop programs which stimulate community interests.
- Write reports.
- Evaluate program effectiveness.
- Resolve conflicts.
- Promote positive public relations.
- Communicate clearly and concisely, both orally and in writing.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Master's Degree in Library Science and five years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.