

<b>ORGANIZATION:</b>	City of North Plains	<b>DATE:</b>	October 29, 2008
<b>LOCATION:</b>	North Plains, Oregon		
<b>DEPARTMENT:</b>	Library Department		
<b>JOB TITLE:</b>	Library Director		

**PURPOSE OF POSITION:** Plan, direct and oversee the delivery of library services within the City. The Library Director supervises paid and volunteer library personnel in performance of their duties. This position is also responsible for communicating with the public in matters pertaining to library functions and ensuring the adequate maintenance of library facilities and collection.

**ESSENTIAL JOB FUNCTIONS:**

Perform professional librarian duties, e.g. select and order new materials, oversee the classification and cataloging of materials, provide reference services, determine items to be withdrawn from circulation, etc.

Maintain and develop library position descriptions and staff development.

Direct the activities of Library Department paid and volunteer personnel. Conduct various supervisory activities including the placement and removal of volunteer personnel.

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

Represent the library when working with the Washington County Cooperative Library Services.

**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 para-professional 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 Title:** Library Director

**Date:** October 29, 2008

**JOB QUALIFICATION REQUIREMENTS:**

**Knowledge and Skills:** Broad knowledge of the principles, practices and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance and circulation of print and non-print materials, reference and outreach practices. Knowledge of statutes and ordinances governing public library service. Equivalent to a four-year Liberal Arts degree and two years library management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the person is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. 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.