

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARY DIRECTOR

Department: Library

Employee Group: Management and Confidential

FTE Status: Full Time

FLSA Status: Exempt

Salary Grade: 10

Date: January 2019

General Functions:

This position reports to the City Manager and is a member of the management team. Provides collaborative leadership to the overall operation of the City Library. Manages and directs the operation and activities of the City Library and provides the general public with adequate educational and related materials. Work activities include planning, organizing, staffing, directing and coordinating the activities of the Library. Performs related work as required.

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

Duties and Responsibilities:

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Plans, organizes, and administers the Library activities and programs.
4. Supervises employees in carrying out Library programs and activities in all phases of Library services.
5. Conducts staff meetings, prepares work schedules, evaluates employee performance, develops and evaluates work procedures, and provides necessary in-service training for personnel.
6. Develops annual library budget and is responsible for controlling expenditures within the approved budget.

7. Selects and purchases the selection of books, periodicals, supplies and other equipment for the Library. Anticipates and plans the book displays and other Library materials.
8. Provides assistance to patrons on reference and general information questions and services, and coordinates special programs and activities.
9. Prepares data for City authorities and other local and state governments.
10. Attends various local meetings including City Council meetings as required.
11. Evaluates the work performance of departmental personnel. This includes making recommendations for hiring and discipline.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Requires graduation from a college or university with a Master's Degree in Library Science.

b) Experience:

A minimum of four (4) years of post graduate public library experience including three (3) years progressively responsible administrative experience.

c) Training:

- i) Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted for the above.
- ii) Thorough knowledge of the principles and practices of modern library service. Knowledge of management of a library including knowledge of cataloging, registration, classification and circulation methods. Knowledge and skill to learn the and apply the interests and library needs of the City. Ability to plan, direct, coordinate and perform the work of the City Library. Ability to write and speak effectively. Ability to maintain and establish good

working relationships with public officials, departments, other government agencies, employees, and the general public.

2) Supervision:

Received: Works under the general direction from the City Manager who outlines broad policies and reviews work for effectiveness and results obtained.

Exercised: Requires excellent communication and supervisory skills that demonstrate the ability to effectively and collaboratively supervise staff to meet the operational needs of the Library. Includes full responsibility for performance appraisal, training, assignment of work; and counseling. Effective supervision includes decisions regarding hiring, discipline, and pay adjustment, as well as higher levels of discipline including suspension and termination.

3) Communication:

Requires frequent communication with peers; City Manager; City Council; Library Board members; regional library personnel; employees and the general public.

4) Cognitive Functions:

Work is governed by Library policies, practices and procedures. Problems encountered may be complex in nature with some precedent available. Monitors all decisions regarding collection development, budgetary needs and policy recommendations.

5) Working Conditions:

Work is in a Library environment. Required to attend some night meetings including City Council, Budget and Library Board.

6) Resource Accountability:

Administers the department budget and grant monies.

The job classification 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.

Employee Signature

Date