

ORGANIZATION:	City of Canby	DATE:	July 2014
DEPARTMENT:	Canby Public Library	UNION:	Non-Represented
TITLE:	Library Director	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Responsible for day to day supervision, leadership and management of the Canby Public Library, including long range planning, organizing and directing the overall operation of the Library. Initiate and implement policy development. Perform professional library duties such as reference work, collection development, bibliographic instruction, reader's advisory and interlibrary loan. Develop and coordinate Library programs and publicity. Partner with other organizations and engage in outreach opportunities. Formulate and maintain Library budget. Represent the Canby Library in a professional and positive manner.

ESSENTIAL JOB FUNCTIONS:

Provide administrative and professional supervision of the Library. Develop and revise Library rules, policies and procedures and ensure compliance with City ordinances and policies. Manage access services, collection development, reference and readers advisory services, programming, and bibliographic and technology services.

Assign, supervise, train and evaluate work of subordinates. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department. Initiate discipline, resolve personnel issues, and effectively recommend other personnel actions, such as hiring and termination. Authorize timesheets and complete personnel action forms for payroll.

Perform professional librarian duties, e.g. evaluate, select, and order new materials; classify and catalog materials; provide reference services; determine withdrawals from circulation; etc.

Resolve patron and circulation issues. Staff the circulation area as needed, which includes checking library materials out and in; collecting fines/fees; answering telephone; and issuing library cards/forms/applications, reviewing returned materials for damage; and arranging materials for re-shelving. Prepare the library for opening and/or closing.

Respond to day-to-day questions or concerns regarding vendor orders. Communicate with vendors as needed. Responsible for creating and providing appropriate documentation to finance for library expenditures.

Determine needs and develop goals, programs, and objectives to improve the effectiveness and efficiency of department responsibilities. Evaluate programs and services and recommend new procedures and services within the Library.

Plan and conduct staff meetings to discuss and act on library issues.

Prepare annual and long range budget projections. Implement annual budgets. Maintain and report necessary statistical and accounting data. Manage materials budget. Present the department budget as needed to the budget committee and make recommendations to facilitate support for the Library. Perform a variety of record keeping functions, including finance reports and expenditure forms.

Coordinate with the County as necessary regarding the City's participation in the countywide library district.

Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.

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.

Represent the City in a positive and professional manner. Advance and protect the interests of the City and its citizens in all matters.

Serve as staff representative to Library Advisory Board, an appointed Board charged with representing the citizen viewpoint in terms of library services, Friends of the Library, and the Canby Library Foundation; and advising the City Council/URA regarding library operation and issues. Provide information and give reports relative to Library operations and policies, and facilitate the advancement of Board recommendations to the City Council/URA when appropriate.

Represent the Library on regional cooperative library groups. Attend various community groups, professional and civic organization meetings to communicate Library policies and programs, and develop goodwill. Perform public relation duties on behalf of the Library. Develop, coordinate and implement Library programs and publicity. Partner with other entities and organizations to reach common goals. Coordinate outreach efforts on behalf of the Library.

Act as the systems administrator for the integrated library system, including technical and troubleshooting support. Coordinate with staff from the LINCC network and with City IT staff as needed. Maintain working knowledge of the library system. Provide oversight and support in managing the library's facility, equipment and IT needs. Coordinate and communicate with other city staff, including facilities and IT staff, to ensure consistency and efficiency of citywide operations and communications.

Maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

Follow all safety rules and procedures for work areas. Assure Operations staff follows appropriate safety procedures. Provide staff with basic job training and safety instruction. Actively support safety and loss control measures.

Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean, safe, and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operation, 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. Knowledge of the principles of supervision, training and performance evaluation. Skill and ability to effectively hire, train, and supervise paid staff and volunteers. Ability to operate general office equipment, resolve conflicts, solve problems, and understand and follow written and oral instructions. Must have ability to handle confidential matters and maintain confidentiality. Ability to establish and maintain effective working relationships with patrons, volunteers, Friends of the Library, co-workers, citizens, boards and commissions, and other agencies.

Completion of an ALA accredited Masters of Library Science program and six years of related professional experience, including developing, implementing, and managing programs; a minimum of two years of supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

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SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license and an acceptable driving record.

DESIRABLE REQUIREMENTS: Previous experience in a municipal environment. Experience supervising union represented employees. Fundraising/grant experience, and library facility planning experience. Bilingual capability in Spanish may be helpful.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee 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 and may infrequently require moving materials weighing up to 25 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.

WORKING CONDITIONS: Usual library working conditions. The noise level in the work area is typical of most library environments with telephones, personal interruptions, and background noises. Weekend work and attendance at evening meetings is required.

SUPERVISORY RESPONSIBILITIES: Supervision responsibility included. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the City Administrator.