



# CITY OF CANBY

## JOB ANNOUNCEMENT

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### Library Director / Canby Public Library

Full Time / Exempt / Non Represented

Salary: \$81,600 - \$108,384 / annual salary, plus City paid PERS and Benefits  
*Plus additional tentative 2.5% COLA effective July 12, 2020; pending approval by the City Council*

Opens: June 23, 2020

Closes: Open until filled – First review on July 8, 2020

Apply to: Human Resource Department  
City of Canby  
PO Box 930, Canby, OR 97013  
(503) 266-0699 confidential fax  
[hr@canbyoregon.gov](mailto:hr@canbyoregon.gov)

**SUMMARY AND REQUIREMENTS:** Responsible for day to day supervision, leadership and management of the Canby Public Library, including long range planning, and organizing and directing the overall operation of the Library. Initiate and implement policy development, and perform professional library duties. Develop and coordinate Library programs and publicity. Partner with other organizations and engage in outreach opportunities. Formulate and maintain the Library budget. Must have strong budget experience and the ability to work within a tight budget. Represent the Canby Library in a professional and positive manner with the ability to maintain strong community relationships. Preferred experience in Clackamas LINCC library system or a consortium of libraries of varying sizes. Experience with bond measures would be beneficial. 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. *(Refer to full Job Description for additional information and requirements.)*

**APPLICATION MATERIALS:** A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be downloaded from <https://www.canbyoregon.gov/Jobs/jobopenings.htm>, or requested by calling Human Resources at (503) 266-0635.

**SELECTION PROCESS:** Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation, including a criminal report, employment and DMV records check.

**NOTIFICATION:** Applicants who were not selected for further consideration will be notified once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, national origin, sex, age, or physical or mental disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.