



Effective: 3/5/2021  
City of Sweet Home  
Library Services Director Job Description  
FLSA Exempt  
Non-Bargaining

Approved by: Ray Young 06 MAR 21

## **LIBRARY SERVICE DIRECTOR**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

The Library Service Director will manage the City's Public Library. The primary responsibility of a Director-level position at the City of Sweet Home is to serve as one of six senior counselors and assistants to the City Manager. Sweet Home strives for a highly integrated senior staff, where mutual support, advice, and collaboration cross all departments. The position will work closely with the City Manager and other members of the Executive Team to provide businesses, community organizations, and citizens with information, guidance, and support to achieve their goals.

The Library Services Director works under the direction of the City Manager who reviews work on the basis of results obtained. An employee in this position shall be expected to effectively direct the operations and activities of the City Library to provide the general public with adequate educational and related library materials.

The Director of Library Services provides direct supervision to the Library Assistants and is responsible for the overall direction, coordination, and evaluation of these employees and carries out supervisory responsibilities in accordance with the organizations' policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the City Manager, or his/her designee, who reviews work on the basis of results obtained. The Director of Library Services supervises and evaluates Library Assistant(s), Intern(s), and other department staff as assigned.

### **C. EXAMPLES OF DUTIES:**

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Develops annual budget proposals for areas of responsibility and submits to City Manager
2. Reviews preliminary budgets and adjusts items for conformance to anticipated needs
3. Reviews and monitors expenditures and revenues to remain within established budgetary constraints
4. Prepares, evaluates and approves purchases prior to submission to City Manager
5. Provide advice, opinion, and act as a senior counselor to the City Manager
6. Plans, organizes and directs the activities for the Library including youth programming and community outreach programs.
7. Responds to inquiries and complaints from the public
8. Confers with suppliers and sellers and places orders for equipment, materials, and supplies
9. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaint and resolving problems
10. Oversees the selection of books, periodicals, and other media; reviews materials and collections that are outdated for withdrawal and coordinates removal and disposition
11. Considerable knowledge of applicable laws, ordinances and policies relating to the use of the library facilities
12. Ability to plan and organize the work of the various functions of the library
13. Ability to maintain effective working relationships with other public officials, City employees, Board members, advisory committees, Friends of the Library, Foundations, and the public
14. Reviews, evaluates, develops, and implements departmental policies, procedures and work methods
15. Works with the Library Board to develop policies and procedures of the library operation to be approved by the City Manager and City Council
16. Works collaboratively with member libraries of the Linn Libraries Consortium to develop policies and procedures
17. Provides technical assistance to the City Manager and City Council on library issues
18. Prepares and presents operational/activity reports, budgets, and plans for future activities regarding Library Services to the Library Advisory Board, the City Manager, and City Council
19. Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed
20. Supervises and evaluates library assistant(s), Intern(s), and other department staff and volunteers as assigned
21. Prepares a variety of studies, reports, recommendations, and related information for decision-making purposes
22. Attends professional development workshops and conferences to keep abreast of trends and developments in the field
23. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner
24. Assures that the Library facilities and equipment are maintained properly and coordinates maintenance and repair functions; monitors employee activity and equipment operation to ensure safety practices; implements and maintains safe operating practices; assures compliance with safety procedures, rules, and regulations

25. Serves as a member of various City committees or work groups as assigned
26. Assists other staff in the performance of their duties as assigned
27. Maintains regular job attendance and adherence to working hours
28. Performs other duties as assigned by supervisor

#### **D. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and, the ability to adjust focus.
4. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
5. The noise level in the work environment is usually quiet to moderate in the office and moderate in the field.

#### **E. ADDITIONAL POSITION REQUIREMENTS:**

##### **Ability To**

1. Secure funding by writing grant proposals and providing supporting materials.
2. Ability to exercise independent judgment within established procedures.
3. Ability to apply policies and procedures.
4. Effectively communicate clearly, tactfully, and courteously.
5. Must have strong organizational skills and strict attention to detail and process.
6. Knowledge of office procedures, including effective filing and accurate record keeping techniques.
7. Ability to use database, calendar, word-processing, and other organizational office computer software effectively.
8. Ability to evaluate and understand people.
9. Provide complete supervision including assigning and reviewing work; evaluation performance; administering necessary disciplinary action; identifying training/development needs and selecting appropriate training or instruction; and recruiting, interviewing, and hiring of new employees.
10. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
11. Ability to effectively present information to management, public groups, and/or board of directors.
12. Ability to define problems, collect data, establish facts, and draw valid conclusions.
13. Ability to develop thorough knowledge of community needs and interests as related to library needs.

14. Ability to communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels.
15. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments.
16. Ability to read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
17. Ability to gather and sort relevant information from various sources and records successfully.
18. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
19. Interact with agitated community members in a productive, objective and equitable manner.
20. Conduct and understand statistical calculations and be prepared to make presentations as needed.
21. Learn and apply city ordinances, state statutes, and state administrative rules.
22. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
23. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
24. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
25. Form efficient and effective working relationships with other employees and the public.
26. Work in a busy environment with multiple activities and customers.
27. Accommodate a work schedule that may require work on weekends.
28. Be at work on time. Be available for work. Give a full day's work.
29. Respond in a positive manner to directions.
30. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
31. Get along with others.
32. Learn, know, and follows the rules, policies, practices. and procedures of the department.
33. Be physically and mentally fit for work.

#### **Required Knowledge and Skills**

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

#### **License and Certificate**

Oregon Driver's License with good driving record required for use of City vehicle.

#### **Experience and Education**

Bachelor's Degree in Library Science, Public Administration, Communication, Education, or any other related degree from an accredited university. Master's Degree preferred. Minimum of three years of progressively responsible professional library experience, including management and supervisory experience, which demonstrates considerable knowledge in the principles and practices of general administration and supervision. Extensive knowledge of the methods, practices, principles, and procedures of professional library work, and the ability to demonstrate successful grant writing projects, municipal setting preferred.