

Invites applications for the position of:

**Library Director**

Opening Date: Monday, March 20, 2023

Closing Date: Friday, April 21, 2023

The Lincoln County Library District Director serves as the district’s Chief Executive Officer and reports to a five-member elected Board of Directors.

**Location:** Newport, Oregon

**Application Deadline:** Friday, April 21, 2023, 5:00 pm

**Pay and Benefits:**

Starting Salary Range: $90,000 - $ 110,000

Benefits include: Paid retirement, Health insurance, Vacation, Sick leave, 11 paid holidays

**Desirable Starting Date:** June 1, 2023

**Position Summary:**

Lincoln County Library District is currently recruiting qualified applicants to fill the position of Library Director. Serving as the District’s Chief Executive Officer, the Library Director reports to a five-member elected Board of Directors.

The District is looking to hire a person who, through collaborative leadership, Board, staff, and customer engagement, and outstanding management and administrative skills will enhance the District’s ability to deliver library services efficiently and effectively. The Library Director must be able to develop and manage a District-wide budget and keep the Board apprised of any irregularities. The Library Director is also expected to continually look for opportunities to raise additional funds through grants and other means that will enhance the library district facilities and/or programs. Additionally, the Library Director must have exceptional communication skills with the ability to address issues calmly, tactfully, and proactively.

**About the District**

The Lincoln County Library District provides leadership to ensure equitable services and materials to the libraries and residents of the District.

Lincoln County Library District collects money from all Lincoln County taxpayers except those who live within the city limits of Lincoln City, Newport, Toledo and Yachats. This money goes to pay for library services for those taxpayers. This means that each District resident gets a free library card and free use of all Lincoln County city libraries and resources.

70% of the tax money collected goes directly to the libraries in Lincoln City, Newport, Toledo, Siletz, and Waldport and 30% of the funding is used to administer the Library District and to provide services for Lincoln County libraries. Such services include administration, courier services, cataloging, interlibrary loans, support of the countywide Summer Reading Program, etc.

**The Ideal Candidate** –

The individual appointed to this position will possess well-developed business management, administrative and leadership skills. They will recognize that policy is set by the Board of Directors and will provide an open and direct flow of information to assist in the formulation of District policies. The ideal candidate will also:

* Be an excellent communicator and representative of the District.
* Act as a catalyst and “front” person who can help the Board of Directors, staff and the community create a clear vision for the library in the community.
* Maintain responsibility for establishing and nurturing successful press relations.
* Be able to secure grants and other funding sources to assist with facility and program improvements and/or development.
* Prepare and track the annual District Budget.
* Build and maintain collaborative partnerships with public agencies, private industry, and non-profit organizations.

To review the full job announcement and job description and to complete the application please see this link: <https://www.sdao.com/classifieds>. **To be considered as a candidate, please submit a completed and signed application, resume, and cover letter to the address or email listed below.** Electronic submission is preferred.

Attn. Shanta Carter

Lincoln County Library District – Library Director

Special Districts Association of Oregon

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Tigard, Oregon 97281

Email: [sdaoconsultingservices@sdao.com](mailto:sdaoconsultingservices@sdao.com)

