**LIBRARY DIRECTOR**

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| **Agency:** Lincoln County Library District | **FLSA**: Exempt |
| **Reports to:** LCLD Board of Directors  | **Representation**: Non-Represented |
| **Pay Range:** $90,000 - $110,000 | **Date Adopted**: March 2023 |

**GENERAL POSITION SUMMARY:**

Under the authority of the Board of Directors serves as the Chief Executive Officer of the LCLD. The position is responsible for the overall management and operation of the District including library administration, financial management, policy development and administration, board activities and planning, community, library members, and partner relations, operations of the Siletz Public Library, and assuring that goals of the Board and District are fulfilled.

**SUPERVISION PROVIDED:**

This position provides full-scope supervision of 6 district staff.

**SUPERVISION RECEIVED:**

This position reports to the LCLD Board of Directors

**ESSENTIAL FUNCTIONS:**

**Library Administration**

1. Participate as a member of LCLD Board and staff team.
2. Direct and manage the operation of LCLD according to the vision, mission, policies, goals, agreements with cities, and the LCLD strategic plan.
3. Supervise LCLD personnel, including performance appraisals at least annually or more frequently as needed and disciplinary actions when required.
4. Keep accurate public and financial records in accordance with Oregon laws and the policies of the Board.
5. Evaluate effectiveness of District services in relation to the changing needs of the communities and libraries as part of an ongoing strategic planning process.

**Financial**

1. Administer property tax in accordance with Board policy.
2. Develop and administer the biennial budget following Oregon Budget Law with oversight from the Board and Budget Committee.
3. Approve and direct, in accordance with law and regulations of the Board, the purchases and expenditures of the LCLD within the limits of the budget.
4. Meet the requirements of the auditing process in a timely manner.

**Policy**

1. Initiate and coordinate the development of human resources, operational, financial, budgeting, contracting, and other policies necessary for Special District administration for approval by the Board.
2. Communicate and administer the implementation of Board approved policies.

**Board Activities & Planning**

1. Develop and monitor strategic plans with the Board, based on the needs of the residents of Lincoln County Library District.
2. Attend all regular and special meetings of the Board and take part in the deliberations on all aspects of governing a special library district. This position does not vote.
3. Work with the Board President to create a monthly agenda.
4. Provide monthly written reports and/or presentations to the Board regarding LCLD business and activities
5. Compile and distribute Board packets to the Board and public as required by State of Oregon public meetings law.
6. Ensure that minutes of Board meetings and the records of the District are kept up to date. This includes taking minutes, submitting draft minutes for Board approval, and posting approved minutes on the District website as required by the State of Oregon record retention schedule.
7. Thoroughly orient new Board members and make ongoing training available.
8. Assure that Board members are familiar with related professional organizations (such as Special Districts Association of Oregon and the Oregon Library Association) and the resources they offer to LCLD, the Board, and the Director.

**Community Relations & Library Members and Partners**

1. Represent the District in dealing with businesses, government agencies, non-profit agencies, libraries, and the general public.
2. Attend community meetings as appropriate.
3. Join community organizations such as service clubs as appropriate.
4. Develop and maintain working relationships with public entities, libraries and their Boards and community organizations.
5. Provide active marketing, outreach and relationship building.
6. Maintain open avenues of communication with the library community.
7. Provide support and problem-solving assistance for the member and partner libraries.
8. Maintain resources to share about library trends, policies and other relevant topics with member and partner libraries.
9. Working with partner and member libraries, create opportunities to improve library services for all residents of LCLD.

**Siletz Public Library Operations**

1. LCLD Administers the Siletz Public Library under contract with the City of Siletz and this position requires the incumbent to work cohesively with the Siletz Public Library.
2. Develop, administer, supervise, and coordinate work of Siletz Public Library staff in cooperation with the Library Manager.
3. Manage the budget of the Siletz Public Library
4. Serve as liaison with Siletz Valley Friends of the Library, Siletz City Council, and other appropriate organizations and agencies.
5. Provide an annual evaluation for Siletz Public Library staff members.

**EDUCATION, CERTIFICATION, & EXPERIENCE:**

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

Education: Master’s degree in Library Science or a closely related field.

Experience: Five years of progressively responsible experience in library operations including budget management, preferred, including two years in a supervisory capacity, record of community involvement and professional contributions in the library field.

Any satisfactory equivalent combination of experience and training that demonstrates the ability to perform the essential duties and responsibilities of the position.

Certification: Valid driver’s license and an insurable driving record required.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge

* Thorough knowledge of the principles and practices of modern Library systems and programs.
* Thorough knowledge of Library collection, classification and selection tools and techniques.
* Considerable knowledge of local government administration.
* Considerable knowledge of equipment and facilities required in a comprehensive Library system.
* Working knowledge of the principles and practices of office management, work organization and supervision.
* Considerable knowledge of community Library needs and resources.

Skills

* Skill in operation of computers, peripheral computer devices and hardware, standard office equipment and specialized library services equipment.
* Skill in using word processing, spreadsheet, database, desk-top publishing, and website management software.

Abilities

* Ability to plan, organize, coordinate, and implement a comprehensive Library system.
* Ability to coordinate, analyze, and utilize a variety of reports and records.
* Ability to accurately classify and catalog library materials.
* Proven ability to manage personnel.

**WORKING CONDITIONS**

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Must drive to various library locations on a regular basis in the course and scope of duties.

**PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**SIGNATURES**

*This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

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| Incumbent Name | Incumbent Signature | Date |

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| Supervisor Name | Supervisor Signature | Date |