

# Library Director Application Packet

Review of applications will begin immediately and the position will close on February 15, 2019, at 5:00 p.m. We are an equal opportunity employer.

To apply for the position of Jefferson County Library District Director you must:

1. Include a cover letter
2. Complete the Supplemental Questionnaire
3. Attach your resume with at least three references
4. Submit using one of the following methods:
  - A. Email to [derese@jcld.org](mailto:derese@jcld.org)
  - B. Fax to 541-475-7434
  - C. Mail to Jefferson County Library District, 241 SE E Street, Madras, Oregon 97741

## Job Posting

Library Director

Jefferson County Library District, Madras Oregon

Leading the independent Jefferson County Library District is an exciting opportunity for a library director who wishes to make a difference. The Library is located in Madras in beautiful Central Oregon, known for exceptional hiking, skiing, and fishing. Serving approximately 24,000 residents, the library is “just the right size;” small enough that staff build personal relationships with appreciative library patrons, but large enough to provide quality, professional library service. The Library District also has the good fortune of operating with a permanent tax base with annual revenues of \$640,000.

The Board is looking for a leader who can oversee the building of a new facility, continue the cooperative agreements with Deschutes Public Library and Crook County Library, and continue the positive team approach to staff and public service.

The Salary range is \$50,000 - \$65,000. Benefits include medical and HSA accounts, and Public Employee Retirement System (PERS).

## Requirements

Skills: Excellent communication skills are needed to establish and maintain positive relationships with library users, staff, and the community. Effective management skills are needed for administrative and supervisory responsibilities and long and short-range planning. Requires special knowledge, training, and skills relating to library services, budgeting, district management, public advocacy, and grant writing.

Education: MLS preferred.

Experience: Managerial experience and knowledge of information resources and technology required. Prefer experience working in rural communities with diverse populations.

Duties Include:

- Working with the Library Board and community agencies
- Budgeting
- Analyzing and developing services
- Managing and supervising volunteers and staff
- Creating and interpreting policies, procedures, and administrative rules and regulations

## **Job Description**

Plan, direct, and oversee the delivery of library services within the District. Supervise library personnel in the performance of their duties. Attend related meetings and training. Communicate with the Board, the foundation, committees, and the public in matters pertaining to library functions. Ensure adequate maintenance of all library facilities and budget. Assist in planning of facility development.

### **Essential Job Functions:**

Provide leadership in developing District vision, goals, and objectives in conjunction with Board of Directors. Establish operational targets in compliance with overall goals and objectives. Plan and develop collections, programs, services, and activities based on analysis of District growth, usage patterns, workload, staffing levels, patron requests, and related legislative issues to provide appropriate library services to the community.

Represent the District at public forums. Attend various community group, professional, and civic organization meetings. Direct public relations program and maintain good visibility to promote and publicize the Library in the community.

Prepare, present, and/or arrange for internal and external staff development and training programs.

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

Evaluate, develop, and implement goals, programs, policies, and procedures to improve the effectiveness and efficiency of department responsibilities. Develop long and short-range plans for library services to the District. Maintain awareness of developing technologies and trends in the field of librarianship.

Prepare and present initial and revised budget requests. Monitor and approve expenditures for compliance to approved budget. Exercise budgetary authority within established guidelines. Review and approve budget requests and purchase orders. Prepare grant applications and seek funding for operational and improvement programs. Actively seek grants, gifts, and other new sources of non-tax funding for the library.

Work with the Library Board to develop short and long-range goals. Attend Board and various other meetings, providing input and receiving direction or other information. Prepare gap analysis, monitoring report, and other assessments.

Assign, supervise, and evaluate work of subordinates. Hear grievances and administer disciplinary action. Approve hiring and termination actions. Ensure adherence to personnel policies and the provision of adequate training within departments.

Follow all safety rules and procedures for work areas.

### **Auxiliary Job Functions:**

May perform most any duties within the Library 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 and orderly manner.

## Job Qualifications

**Mandatory Requirements:** Broad knowledge of the principles, practices, and philosophy of public library administration, 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. Completion of an ALA accredited Master of Library Science program and four years professional experience including a direct working relationship with a Library Board, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

**Desirable Requirements:** Previous professional, supervisory experience within a Library District. The ability to communicate using the Spanish language.

**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 such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 30 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**Working Conditions:** Usual office working conditions. The noise level in the work area is typical of most library and/or office environments with telephones, personal interruptions, and background noises. Work schedule may include evening hours and weekends.

**Supervisory Responsibilities:** Responsible for all district employees and volunteers.

**Supervision Received:** Works under the general direction of the Library Board of Directors.

**Benefits:** Includes health insurance, health savings account, and Public Employee Retirement System (PERS).

**Salary Range:** \$50,000 - \$65,000.

### APPLICANT'S STATEMENTS:

- All answers and statements I have made on this application, resume, or other supplementary materials are true and complete without omissions. I understand that any false, misleading, or incomplete information will be grounds for refusal to hire or for immediate discharge if I am employed.
- I authorize the District to obtain information about me from any of the prior employers or persons named in this application, including those provided by me as references. I also agree to sign an authorization releasing these prior employers and persons of liability for providing such information.
- I understand that if I am offered employment, I will be required to pass a criminal history check and may also be required to pass a driver' record check, credit check, pre-employment drug screen, and/or physical as a condition of being hired, depending on the position for which I am applying and consistent with applicable laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_