

CITY OF COQUILLE

JOB DESCRIPTION

POSITION: Library Director

RESPONSIBLE TO: City Manager

STARTING SALARY: \$5,729 Per Month, Exempt-Salary Under Review

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: Coquille Community Building

GENERAL STATEMENT OF DUTIES:

Performs a variety of complex administrative, supervisory, and professional work in managing, planning, coordinating, and directing the activities of the Coquille Public Library. Plan the future development and services for the Coquille Public Library including capital projects with a remodeled or new building with significant funding already in place.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager and under the broad policy guidance of the Library Board of Trustees, coordinating directions from both.

SUPERVISION EXERCISED:

Exercises supervision over all library department staff. Serve as a part of the City's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages and supervises library operations to achieve goals within available resources. Coordinates staff development; plans and organizes workloads and staff assignments; expedites workflow; trains, motivates, and evaluates staff and volunteers; reviews progress and directs changes as needed.

- ◇ There is the expectation by the community to build a new library facility within the next decade. This is a significant element for this position to facilitate and succeed.

- ◇ Fund development to complete the required financial support to build a new library facility involving significant community support.
- ◇ Oversees library services including establishing and enforcing policies and procedures; evaluating services, programs, and systems; and implementing changes ensuring short- and long-term goals are met.
- ◇ Plans, coordinates, supervises, and evaluates library department operations including but not limited to;
 - ◇ Oversees staff in the selection, ordering, cataloging and processing of library materials,
 - ◇ Maintains library inventory records of materials and equipment,
 - ◇ Supervising the preparation and distribution of library publicity and informational materials, including the library Facebook page, library website and calendar of events,
 - ◇ Oversees staff in the withdrawal of library materials.
- ◇ Initiates grants and other funding opportunities and collects/maintains appropriate documentation.
- ◇ Oversees all IT services currently done by contractual service provider.
- ◇ Develops policies and procedures for the department to implement directives from the City Council and/or City Manager.
- ◇ Represents library services and the city on various boards, committees, and councils to determine how the department can serve the interests of others and provide quality services.
- ◇ Plans and implements library services and programs for the city to better carry out the policies and goals of city management, city council and Library Board. Reviews department performance and effectiveness and formulates programs or policies to alleviate deficiencies.
- ◇ Develops and monitors the Library budget including determining services, capital purchases, staffing levels and establishing programs. Monitors expenditures and approves purchases ensuring department remains within budget.
- ◇ Answers public questions and resolves conflicts regarding library services including determining information to be disseminated and the method for releasing information.

- ◇ Supervises library staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and programs, interpreting and implementing policies and procedures, making hiring and termination recommendations, making pay rate change recommendations, and providing training and development for staff.
- ◇ Handles grievances, maintains departmental discipline and the conduct and general behavior of department assigned personnel.
- ◇ Prepares and submits periodic reports to the City Manager, City Council and Library Board regarding the department's activities, and prepares a variety of other reports as appropriate.
- ◇ Participates in the Library Advisory Board Meetings including determining the design of the board, agenda items, format for reports and standards for services.
- ◇ Meets with elected or appointed officials, other library directors, community and business representatives and the public on all aspects of the department's activities.
- ◇ Attends conferences and meetings to keep abreast of current trends in the field; represent the Coquille Library in a variety of local, county, state, and other meetings.
- ◇ Performs other duties of a similar nature or level.

ADDITIONAL RESPONSIBILITIES:

- ◇ Coordinates and oversees the maintenance and repair of library facilities and equipment including scheduling and making purchasing decisions.
- ◇ Performs the duties of subordinate personnel as needed.
- ◇ Analyzes and recommends improvements to equipment and facilities, as needed.

QUALIFICATIONS AND STANDARDS:

Possess the ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with the public, subordinates, peers, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions, and the ability to give verbal and written instructions.

This position requires a pre-employment criminal background check and drug screen.

Education and Experience

Graduation from an accredited college or university with a master's degree in library science or a closely related field, five years of experience in library work, three years of which must have been equivalent to a supervisor's position or higher, or equivalent, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed herein.

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of modern library services principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations as they apply to public libraries.
- Apply management theories and practices.
- Prepare departmental budgets.
- Track and record expenditures.
- Capital Project Management
- Implement catalog and circulation systems.
- Develop programs which stimulate community interests.
- Write reports.
- Evaluate program effectiveness.
- Resolve conflicts.
- Promote positive public relations.
- Communicate clearly and concisely, both orally and in writing.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials, the public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Ability to possess a valid Oregon driver's license.
- Secure funding by writing grant proposals and providing supporting materials.

Tools and Equipment Used

Personal computer computing, including word processing, spreadsheet; 10-key calculator; multi-line phone; network- connected copy machine with scanning; typewriter; audio recording equipment, and laminating machine. Familiarity with the Koha computer system used by the Coos County Library District.

Physical Abilities

The physical demands described here are representative 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.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand, walk, use hands to manage, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move more than 25 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.

Work Environment

The work environment 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.

Frequent repetitive motions including, but are not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, and seeing. Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

The noise level in the work environment is usually moderate, public office environment.

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