

**Position Available**  
**Lower Umpqua Library District**  
**Position Description**  
**Library Director/District Manager**

Position Overview: Under the general supervision of the Lower Umpqua Library District Board of Directors, performs responsible and varied administrative and professional work related to planning, staffing, directing, and controlling all aspects of library services for the Lower Umpqua Library District. Also functions as District Manager.

Primary Responsibilities:

- Supervises the library staff, directly and through appropriate delegation, to create a harmonious team environment
- Administers personnel policies and procedures for library employees, including training, staff development, work scheduling, and employee evaluation, either directly or through appropriate delegation
- Participates in the recruitment and selection of library personnel, to include volunteers
- Administers the volunteer program, including recruitment, training, scheduling, and evaluation
- Prepares and presents Lower Umpqua Library District budget proposal to Budget Committee, and monitors and approves expenditures from the official operating budget
- Confers with the Library Board of Directors to establish operating policies and to review the library's menu of services
- Assists in preparing meeting agendas and materials, and participates in Library District Board of Directors meetings
- Interacts with the vendors for the maintenance of the library's building, furnishings, and equipment
- Responsible for the collection and accounting of fines, fees, and other charges
- Prepares regular narrative and statistical reports for the Lower Umpqua Library Board, the State Library of Oregon, and others as designated
- Manages a State of Oregon Special District
- Establishes priorities as determined by need
- Develops goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
- Participates in the planning, organization, and management of technical and automation services for the library
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community
- Maintains knowledge of new developments in technology and the library profession, through professional development opportunities, including participation in activities of professional organizations and networks and with the State Library of Oregon

#### Additional Responsibilities:

- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
- Reviews and evaluates the library's services and programs on an annual basis
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Maintains inventory of library equipment, furniture, and supplies
- Prepares specifications for purchase of equipment and supplies
- Assists with direct patron services, as needed
- Works with the Friends of the Library and other civic organizations in promoting the library before the community
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Performs other duties, as required

Supervision Received: Receives general supervision and policy advice from the Lower Umpqua Library District Board of Directors

Supervision Exercised: Supervises all library staff and volunteers

#### Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession
- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings
- Ability to use Microsoft Office and QuickBooks

Minimum Qualifications: Bachelors/Masters Degree preferred in Library Science from an ALA-accredited institution and two years of library experience. Other combinations of education and experience may be considered.

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to operate computers with proficiency using library software, word processing, financial software, presentation software, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with the hands and arms
- Vision and hearing at or correctable to “normal ranges”
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, via social media, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to work flexible hours to observe library during all hours of public operation
- Ability to travel to attend meetings both inside and outside of the Lower Umpqua Library District

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Compensation: This position offers a starting salary of \$4,160 - \$4,800 per month depending on qualifications and experience plus a competitive benefit package (health insurance, personal leave, retirement, etc.)

Interested applicants may apply by submitting a letter of application and resume or curriculum vita to:

Lower Umpqua Library District  
Attn: HR  
395 Winchester Avenue  
Reedsport, OR 97467

**Application for consideration is best submitted by 1/20/22 as the board will begin interviews the following week.**

December 14, 2021