



## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Library Services

**LOCATION:** Lebanon, OR  
**DATE:** May 2017

**JOB TITLE:** Library Services Director

**JOB STATUS:** Exempt  
**FLSA Exempt:** No

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**PURPOSE OF POSITION:** To oversee and direct the activities and services of the city of Lebanon Library. Responsible for staffing and staff development, the provision of exceptional public service delivery, marketing and grant writing, advocacy, government relations, budgeting, and planning. Attends meetings of the Library Advisory Committee, City Council, Friends of the Library, and other agencies as needed in order to further the goals of the Lebanon Public Library. Serves as a member of the City management team.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Ensure the delivery of library services in a professional and efficient manner.
2. Lead and direct the development of short- and long-range library goals; coordinate department activities with other City departments, agencies, and community-based groups as needed. Support City Council and inter-departmental goals. Manage department personnel through the direction, support, evaluation, training and goal setting, consistent with approved personnel policies, procedures, rules and regulations of the City of Lebanon.)
3. Prepare and administrate the Library Services budget; maintain and monitor appropriate budgeting and expenditure controls, assuring compliance with adopted appropriations
4. Participate as an effective member of the management team; work with and take direction from the City Manager.
5. Responsible for the research, writing, and administration of grants. Pursue and develop alternative sources of funding.
6. Consult with and receive counsel from the Library Advisory Committee.
7. Promote and advocate for the Library within the community by attending meetings of professional organizations, taking part in their work, giving talks relating to the Library, and communicating with media, in coordination with the City's Public Information Officer.

8. Responsible for the effective administration and coordination of Library volunteers.
9. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
10. Assure library facilities and equipment are maintained properly and coordinate maintenance and repair functions.
11. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
12. Work effectively and productively with the City Library Advisory Committee, Friends of the Library; and the Lebanon Public Library/Senior Center Trust, and City Council.
13. Maintain work areas in a clean and orderly manner.
14. Maintain regular job attendance and adherence to working hours.
15. Possess and maintain a valid Oregon driver's license with an acceptable driving record.

**MANDATORY QUALIFICATIONS:****Education & Experience:**

1. A bachelor's degree from an accredited university in a related field, and five years of library management experience, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

**Licenses & Certificates:**

1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Ability to obtain a First Aid/CPR/AED card within six months of employment.
3. Possess or obtain a valid Oregon driver's license within the first 30 days of employment.

**DESIRABLE QUALIFICATIONS:**

1. Masters degree in Library Science.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Principles, practices, and techniques of public library administration and City government.
2. Statutes and ordinances governing public library service.
3. Personnel policies and practices.
4. Government budget policies and procedures.
5. Principles and practices of management and supervision.
6. Principles of budget preparation and fiscal accounting.
7. Reporting and disclosure requirements of government entities.
8. Library materials, cataloging standards and applications.

**Skill in:**

1. Personnel supervision.
2. Planning, coordinating, and directing the operations of the City Library to achieve established goals and maximize efficiency.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of Microsoft Office.
8. Using standard office equipment utilized in the Library Department.
9. Use of library technology systems.

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective and efficient manner.

**PHYSICAL DEMANDS OF POSITION:**

1. Employee is frequently required to sit, walk, talk, hear, reach, and manipulate objects, tools, or controls.
2. The position requires mobility in library and office settings. Duties involve moving library materials and equipment weighing up to 30 pounds on a regular basis. Employee must occasionally lift and/or move up to 70 pounds.
3. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. Manual dexterity and coordination is required 50% of the work period.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel are required.

**SUPERVISORY RESPONSIBILITIES:** Responsible for 5 to 9 FTE.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager.