



LIBRARY DIRECTOR

City of Lebanon, Oregon



The Library Director opening is an exciting opportunity to make a significant impact on the Lebanon Community and the Lebanon Public Library. As the next Library Director, you will have the responsibility for staffing/staff development, the delivery of exceptional public service, outreach, marketing, grant writing, advocacy, further development of library technology, government relations, budgeting, and planning.

Located in the western foothills of the cascade mountains, Lebanon is noted for its mild climate and proximity to some of the best skiing, kayaking, and fishing in the Pacific Northwest. From a small timber town in the 1850s to a community today of nearly 16,000, Lebanon has been redefining itself over the last decade. There are many exciting things to experience here:

- * COMP-Northwest, the first medical college to be founded in Oregon in 100 years
- * Edward Allworth Oregon Veterans Home
- * Best Western Premier Boulder Falls Inn and Conference Center and world-class Japanese garden
- * Linn-Benton Advanced Transportation Technology Center
- * New downtown pocket park, Strawberry Plaza, featuring local art
- * Santiam Excursion Trains and a restored train station
- * Annual Strawberry Festival and Parade
- * Cheadle Lake Park and Build Lebanon Trails - 50 miles of hiking and walking trails

The Lebanon Public Library is a department of the City of Lebanon located at 55 Academy Street, and was built in 2009. Funded entirely through City of Lebanon property taxes, the Lebanon Public Library provides cultural and intellectual enrichment opportunities to the community of Lebanon, regardless of age, education, or socio-economic status, thus leveling the playing field in terms of access to literature, the arts, and information in all its forms. The library is committed to providing opportunities for children to develop literacy and other essential life skills through story-times, spring break and summer reading programs, outreach to new parents, and various other children's programs.

Currently, the library is open six days per week and is staffed by up to 10 full and part time employees, with a strong and vibrant core of volunteers.

The library collection includes more than 104,000 physical and digital items, with books (including e-books and audio books), reference materials, music CDs, videos, and a wide range of online resources, as well. We offer public access computers for adults and children, free Wi-Fi, programs for all ages, and an inviting place to read, study, or work. All library programs and in-library access to resources are free of charge.

Position: To oversee and direct the activities and services of the City of Lebanon Library. Responsible for staffing/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.

Compensation & Benefits:

Salary: \$6,098 - \$7,927

The City of Lebanon offers an attractive benefits package, including: City-paid contribution to OPSRP, City-paid medical, dental, vision and life insurance. Excellent vacation, admin, personal and sick leave accrual rates with paid holidays.



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Essential Job Functions/Duties & Responsibilities:

- Ensure the delivery of library services in a professional and efficient manner.
- 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 direction, support, evaluation, training and goal setting, consistent with approved personnel policies, procedures, rules and regulations of the City of Lebanon.
- Prepare and administrate the Library Services budget; maintain and monitor appropriate budgeting and expenditure controls, assuring compliance with adopted appropriations
- Participate as an effective member of the management team; work with and take direction from the City Manager.
- Responsible for the research, writing, and administration of grants. Pursue and develop alternative sources of funding.
- Consult with and receive counsel from the Library Advisory Committee.
- 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.
- Responsible for the effective administration and coordination of Library volunteers.
- Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
- Assure Library facilities and equipment are maintained properly and coordinate maintenance and repairs.
- Maintain a professional proficiency by attending conferences and meetings, viewing reports, reading professional journals and meeting with other in area served.
- Work effectively and productively with the City of Lebanon Advisory Committee, Friends of the Library; and the Lebanon Public Library/Senior Center Trust and City Council.

Mandatory Qualifications:

Education & Experience:

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

Licenses & Certificates:

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

Desirable Qualifications:

- Masters degree in Library Science.



Knowledge, Skills & Abilities:

Knowledge of:

- Principles, practices, and techniques of public library administration and City government.
- Statutes and ordinances governing public library service.
- Personnel policies and practices.
- Government budget policies and procedures.
- Principles and practices of management and supervision.
- Principles of budget preparation and fiscal accounting.
- Reporting and disclosure requirements of government entities.
- Library materials, cataloging standards and applications.

Skill In:

- Personnel supervision
- Plan, coordinate and direct the operation of the City Library to achieve established goals and maximize efficiency.
- Interpreting, understanding and applying technical reports, statues, rules and regulations.
- Evaluating work priorities, procedures and processes to determine their effectiveness and efficiency.
- Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
- Providing outstanding customer satisfaction (internally and externally).
- Use of Microsoft Office.
- Use of standard office equipment utilized in the Library department.
- Use of library technology systems.

Ability to:

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

How to Apply:

- Submit a cover letter, resume and application to: City of Lebanon, Attention: HR Services, 925 S. Main Street, Lebanon, OR 97355. Application packets are available online at www.ci.lebanon.or.us, by email at dshimmin@ci.lebanon.or.us, or by phone **(541) 258.4261**. First Review is Friday, April 28, 2017, at 5:00 pm Top candidates will be invited to participate in a "Meet and Greet" on May 23, 2017. Interviews to be conducted on May 24, 2017. This recruitment is opened until filled. EOE/M/F/H.



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