

City of Bandon

JOB DESCRIPTION



JOB TITLE: Library Director
Department: Library
Supervisor: Library Board and City Manager
FLSA Status: Exempt
Starting Salary Range: 52,000 – 62,000, DOE

SUMMARY

The City of Bandon is seeking its next Library Director. Situated on the Southern Oregon Coast, Bandon provides a very high quality of life. Besides being very scenic, the Bandon area offers ample recreation opportunities. From world-class golf at Bandon Dunes to world-class fishing on south coast rivers; Bandon is a great place to live, work and play.

The Library Director supervises all aspects of library operations. This includes developing and maintaining the library, policies under the direction of the Library Board, and preparing procedures for implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops library policies under the direction of the Library Board, and prepares procedures to carry out policies
- Hires, trains, supervises, and evaluates all library staff with staff assistance. Holds a minimum of ten staff meetings each year and one annual review of each staff person.
- Prepares the library budget and maintains records of all library income and expenditures.
- Oversees the selection, ordering, cataloging, and processing of library materials with the assistance of the staff.
- Represents the Library at meetings of the City of Bandon, civic organizations, library organizations, and other groups as required.
- Prepares reports and statistics as required by the Oregon State Library and others.
- Supervises and participates in patron reference and Interlibrary Loan services.
- Assists with circulation desk duties as needed.
- Supervises correspondence and record keeping activities, including minutes.
- Maintains library inventory records of materials and equipment.
- Plans and promotes library activities with staff assistance.
- Initiates grants and other funding opportunities and collects/maintains appropriate documentation.
- Supervises the preparation and distribution of library publicity and informational materials, including the library Facebook page and calendar of events.
- Oversees the withdrawal of library materials with the assistance of staff.
- Ensures that library facilities and equipment are properly maintained. Coordinates maintenance and repair functions.
- Undertakes other duties as assigned by the Library Board or City administration
- Oversees all IT services currently provided by a contractor.

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SUPERVISORY RESPONSIBILITIES

Has responsibility for the overall direction, coordination, and evaluation of library employees, both full-time and part-time. Also directs the activities of volunteers with the assistance of staff.

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. These responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising staff performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and experience: A Bachelor's degree in Library Science or other relatable field; or four to ten years related experience and/or training; or any combination of experience and training which provides a demonstrated potential for performing the duties of the position. Grant writing experience and positive personnel management experience needed.

Language skills: Ability to read, analyze, and interpret reports, journal articles, manuals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, City administration, members of the business community, etc. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to City management, public groups, and boards of directors.

Reasoning ability: Ability to problem-solve and navigate through various situations with minimal direction. Ability to interpret information and instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to handle objects, tools, or controls; walk, sit, talk, and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee occasionally works in high, precarious places.

The employee must regularly lift and/or move objects or materials up to 10 pounds, and occasionally lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both distance and close vision, color vision, peripheral vision, and depth perception.

The noise level in the work environment is usually moderate.