

City of North Powder, Oregon
Job Description
Position Title: Library Director

GENERAL STATEMENT OF DUTIES:

The Library Director provides leadership and serves as the library's primary public representative. The library director is expected to represent the library within the community, develop programs, develop collections, provide budgeting information, manage volunteers, report to City Council, and manage the library facilities.

The Library Substitute works under the direction of and is assigned tasks at the discretion of the Library Director.

SUPERVISION RECEIVED:

The Library Director works fairly independently and receives supervision and direction from the Library Board and City Council.

SUPERVISORY AUTHORITY:

The Library Director supervises and oversees the work of all Library substitutes and volunteers.

EXAMPLES OF JOB DUTIES:

Assist patrons in the use of print materials, equipment and technologies by answering questions, offer basic technology assistance, trouble shoot computer problems, assist in navigating the internet, locates databases in order to help patrons to use library resource. Locate materials, answer question, request materials through Sage, maintains AGE system within the library, refer patrons to outside resources and collections when appropriate in order to provide information services to patrons. Train and supervise volunteers to help in these services. Develop collections in response to community's needs, develop materials purchase procedures, purchase materials, carry out weeding and collection maintenance, and evaluates donated materials. Initiates and coordinates programs: advises the Board/Council on pertinent issues, and gives monthly reports on library operations, attends meetings, and participates in fund raising events. Seeks funding through grants and philanthropic donations to maintain and expand existing programs (i.e. Summer Reading) and initiate new programs.

Other duties may be assigned as necessary for the operation of the City Library.

SPECIAL WORKING CONDITIONS:

Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual hearing acuity.

MINIMUM QUALIFICATIONS:

Knowledge of public library services, operation and of library collections. Experience with early childhood education and/or literacy