

## Clatskanie Library District

### Position Description

The Clatskanie Library District Board believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to only the work identified. It is expected that each employee will offer his/her services wherever and whenever necessary to ensure the success of the Clatskanie Public Library.

**Title:** Library Executive Director

**Exempt/Non-Exempt:** Exempt

**Annual Salary Range:** 48,000-\$53,000

**Reports To:** CLD Board

**Effective Date:** July 2020

New position

Position change/revision

#### **General Position Summary:**

The Library Executive Director performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the Clatskanie Public Library.

#### **Essential Functions:**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
- Administers Library Board policies, makes policy recommendations, and provides executive support and information to the Library Board
- Acts as Secretary of the Library Board; prepares meeting agendas and materials and participates in the Library District Board Meetings
- Prepares Library Board agenda with the cooperation of the Library Board Chair. Submits monthly reports to the Board
- Develops the annual Library budget proposal for review by the Library Board and participates in its presentation to Board members and Budget Committee. Expends funds within established procedure
- Oversees library finances by establishing a culture of efficient use of taxpayer resources
- Plans and supervises the work of the library, relating goals and objectives to community needs
- Plans, supervises and conducts library services and programs; in collaboration with other community organizations if appropriate
- Recruits, selects, hires, trains, supervises, evaluates and terminates Library staff and/or volunteers. Schedules Library employees and/or volunteers and assigns routine duties. Plans and conducts regular staff and/or volunteer meetings
- Works with the Friends of the Library organization in promoting the library before the community
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
- Works with municipal and officials to meet the needs of the library and works with special groups in an advisory capacity

- Represents the library at the system level and as a member of professional library organizations Acts as spokesperson for the library in the community
- Responsible for providing positive customer service to the public and ensuring all employees within the library provide excellent customer service
- Responsible for providing conflict resolution to staff and patrons for a positive outcome
- Responsible for overseeing and supervising ballot collection for elections
- Responsible for the collection and accounting of fines, fees, and other charges
- Supervises building and grounds maintenance, repairs and improvements
- Maintains library statistics
- Establishes priorities as determined by need

### **Secondary Functions:**

- Provides reader's advisory, reference and other patron assistance services
- Registers patrons, records data and issues patron cards
- Catalogs and processes materials for circulation
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Enters acquisition information into the database or maintains card catalog
- Prepares, repairs and reconditions library materials
- Weeds, shelves, and supervises inventories
- Maintains, updates and acquires appropriate technology and equipment
- Maintains inventory of department equipment, furniture, and supplies
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
- Carries out circulation desk policies and performs desk procedures
- Picks up and sorts mail
- Maintains and cooperates with inter-library loan programs
- Perform other duties as required by the library board

### **Job Scope:**

- Has on-going requirement to analyze problems and concepts and make decisions on the information.
- The Library Executive Director has an on-going impact on library operations, program outcomes, expense or budgetary outcomes.
- The Library Executive Director must perform with a high degree of independence.
- Work requires extensive decision-making.
- Plans must consider options and contingencies; and must include methods for handling any difficulties encountered. Positions at this level typically plan as part of a group activity and focus on the impact of the plan on others.

### **Supervisory Responsibility:**

- Responsible for full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes.
- Supervision includes nonexempt positions.

### **Interpersonal Contacts:**

- The Library Executive Director has frequent communication, both inside and outside the library via a wide variety of mediums to communicate organizational direction.

### **Specific knowledge skills and abilities:**

- Communication skills: effectively communicate ideas and information both in written and oral form
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins
- Mathematical ability: calculate basic arithmetic problems; addition, subtraction, multiplication, division without the aid of the calculator
- Analytical skills: identify problems and opportunities, review possible alternative courses of action before selecting one, utilize information and resources available when making decisions
- Problem solving skills: develop feasible, realistic solutions; refer problems supervisor when necessary
- Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
- Creative decision-making: evaluate or make independent decisions based upon experience, knowledge or training without supervision
- Time management: set priorities in order to meet assignment deadlines, self-motivated and ability to multi-task, refined planning and goal-setting skills
- Compassionate leadership: Ability to guide, acknowledge and support team members to combine their efforts, skills, talents, insights, passion, enthusiasm and commitment to work together for the greater good
- Must be able and willing to work a flexible schedule which includes evenings and weekends and occasional periods of extended hours.

### **Specific Job Effort:**

- There is regular variation in tasks and the Library Executive Director must decide which tasks to complete as well as the order in which tasks are completed.

### **Education, Experience, and Certification/Licensure:**

#### **Required**

- Master's Degree in Library Science, or Library and Information Science (MLS/MLIS) from a graduate library program accredited by the American Library Association preferred or an equivalent level of experience
- Minimum of five (5) years' experience in public libraries or an equivalent level of experience  
OR
- An equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job

**Desired**

- Minimum of three (3) years' experience in grant writing preferred
- Administrative and/or managerial/supervisory capacity in a public library preferred or an equivalent level of experience

**Job Conditions:**

- Work schedule is typically Monday through Friday, but will include monthly evening Board meetings and occasional weekend hours for community events
- Normal office environment not subject to extreme temperatures, noise, odors, etc.
- Extended periods of time on computer and phone requiring hand-eye coordination and finger dexterity.
- Regularly sitting, standing, walking, climbing, and stooping, bending/twisting and reaching
- Regularly required to lift books, materials, equipment up to 50 lbs. Pushing and pulling: objects weighing 60 - 80lbs on wheels
- Far vision at 20 feet or further; near vision at 20 inches or less
- Regular typing, writing, filing, sorting, shelving and processing
- Some travel outside the library

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Employee Signature Date

*(The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

*(The signature of the Supervisor confirms the assignment of work to the employee.)*