



Position Description

Library Director

Classification: Exempt

Department: Library

Salary Range: 49

Union: Non-union

General Statement of Responsibilities

Plans, directs, and administers the operations and activities of the Library. Maintains awareness of community library needs and current methods for providing high quality service.

Supervision Received

Works under the direction of the City Manager who reviews the work primarily on the basis of results attained.

Supervision Exercised

Direct supervision is provided to professional, para-professional, and staff support personnel.

Examples of Duties - Essential Functions

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Researches, evaluates, develops, and recommends programs, techniques, and procedures to improve the services and effectiveness of the library.
2. Responds to inquiries from the public, clubs, boards and other community organizations regarding library objectives, policies, and services; researches and responds to various research/reference requests.
3. Attends local, state, regional, and national conference of library associations.
4. Directs the daily work of the library and its staff; hires, trains, counsels and evaluates staff. Takes necessary disciplinary action, resolves employee complaints.
5. Directs the selection of print and non-print materials to be added to the library collections, oversees regular reviews resources for replacement, repair, discard, and collection quality.

Updated: 02-2026

6. Plans, in coordination with staff, future activities, and programs. Develops and coordinates special library programs and projects; prepares news releases.
7. Develops and manages the financial aspects of operating the library, including the library budget.
8. Prepares grant applications to increase revenue for library programs and materials; researches and seeks other funding support for library.
9. Prepares periodic internal and external reports and correspondence related to area of responsibility.
10. Serves as member of the city-wide management team
11. Coordinates with state regulatory agencies; works with Umatilla County Special Library District to ensure compliance with MOU and its funding.
12. Engages professionally with Oregon State Library, Oregon Library Association, and American Library Association to insure use of current best practices.
13. Develops short- and long-term departmental goals; works with Board of Trustees, Friends of the Library, and community groups to ensure library is responsive to needs of the community.
14. Assist with additional tasks and responsibilities as needed to ensure smooth operations and adapt to changing priorities within the department.
15. Travel to off-site locations as needed for business purposes.

Screening Criteria

Education and Experience:

- A Master's Degree in Library Science
- AND six years progressively responsible professional library experience.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

Knowledge of: Thorough knowledge of the principles, methods and practices of library science and library administration. Considerable knowledge of the principals, practices, and philosophy of library science as well as public library operations policies, procedures,

Updated: 02-2026

collections, and office practices; knowledge of reference service and materials, electronic information services, library, and bibliographic instruction; experience using Internet resources and a variety of software. Project management. Extensive knowledge of a variety of computer applications in a network, internet, or non-network environment, including software programs, databases, and shared systems. Knowledge of all levels of bibliographic, cataloguing, and reference resources and systems.. Considerable knowledge of the principles of supervision and personnel management practices; budgeting and recordkeeping; state, federal and local laws and regulations pertaining to areas of responsibility.

Skills: Excellent oral and written communication skills. Operation and maintenance of standard office and library equipment, both hardware and software, including computerized circulation system, , and library resources. Application of decision-making, planning, communication, and customer service.

Ability to: Organize, direct, and administer library department activities; establish and maintain effective working relationships with employees, supervisors, volunteers, the general public, and peers and library professionals; deal tactfully with the public; plan, schedule and set priorities for a variety of competing projects; analyze library programs and operations and develop recommendations and solutions; work independently; develop ideas and communicate effectively both orally and in writing; assign, direct, and supervise the work of others; train and coach others.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones; and while moving equipment, books, and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. daily, 5-60 lbs. frequently, and over 60 lbs. occasionally. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate.