



# OREGON CITY

OREGON

## LIBRARY DIRECTOR

**\$123,360 - \$154,020 DOQ**

*Plus Excellent Benefits*

*Apply by*

**April 19, 2026**

*First Review, Open Until Filled*

**PROTHMAN**



**WHY APPLY?**



The City of Oregon City offers an excellent opportunity for a dynamic and engaging leader to serve as the next Director of the Oregon City Public Library. This high-impact role will guide a well-supported and highly utilized library system serving approximately 61,000 residents across a 110-square-mile service area.

The Director will lead a dedicated team, advance strategic initiatives, and serve as a key member of the City’s Executive Team. Upcoming priorities include implementation of a new outreach vehicle, launch of the Library’s first after-hours book locker, and planning for a major interior refresh.

**THE COMMUNITY**

Nestled atop the bluffs overlooking the iconic Willamette Falls, Oregon City is rich in history, natural beauty, and modern amenities. Situated at the confluence of the Willamette and Clackamas Rivers, Oregon City offers a unique blend of small-town charm and easy access to the amenities of the Portland metropolitan area. Just 13 miles south of downtown Portland and less than 25 minutes from the Portland International Airport, Oregon City is ideally positioned for residents and businesses seeking a high quality of life with convenient regional connections.

Known as “The City at the End of the Oregon Trail,” Oregon City is deeply rooted in history, being the first incorporated city west of the Rocky Mountains and serving as the original capital of the Oregon Territory. Today, Oregon City remains a vital regional hub as the County seat of Clackamas County and is designated as a Regional Center, with a population of approximately 38,469 residents across 10.27 square miles.

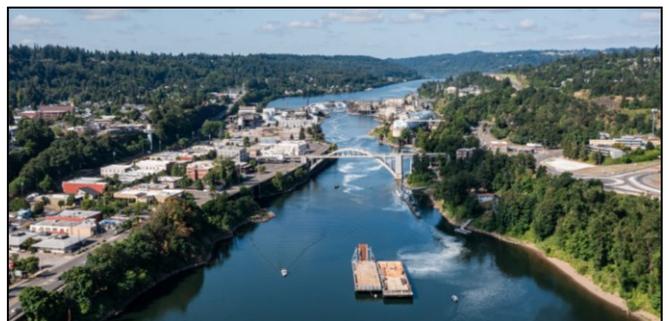
Oregon City offers an expansive range of recreational opportunities due to its proximity to rivers, excellent golf courses, Mt. Hood, and the Oregon Coast. Outdoor enthusiasts enjoy boating, water and snow skiing, swimming, golfing, and fishing, making Oregon City a haven for year-round activities. The city’s extensive parks, trails, and riverfront areas provide additional options for hiking, cycling, and picnicking.



The city is also home to several iconic landmarks, including the awe-inspiring Willamette Falls, the municipal elevator (one of only four municipal elevators in the world), and the End of the Oregon Trail Interpretive Center. Numerous historic sites add to Oregon City’s charm, most notably the home of John McLoughlin, known as the “Father of Oregon.” These landmarks, along with a well-preserved historic downtown, attract visitors from across the region and celebrate the city’s deep historical roots.

Oregon City is well-connected by major transportation routes, including Interstate 205 and State Highways 99E and 213, providing convenient links to neighboring communities such as Portland, Salem, Canby, and other parts of Southwest Clackamas County. The city’s prime location has fostered steady economic growth and a vibrant community atmosphere while preserving its historical character.

In addition to its rich heritage and recreational opportunities, Oregon City is known for its livability, offering residents a growing economy, and access to excellent schools. With its historic downtown, riverfront parks, and scenic trails, Oregon City continues to attract families, professionals, and outdoor enthusiasts seeking a balanced lifestyle that blends history, nature, and modern convenience.



**THE CITY**

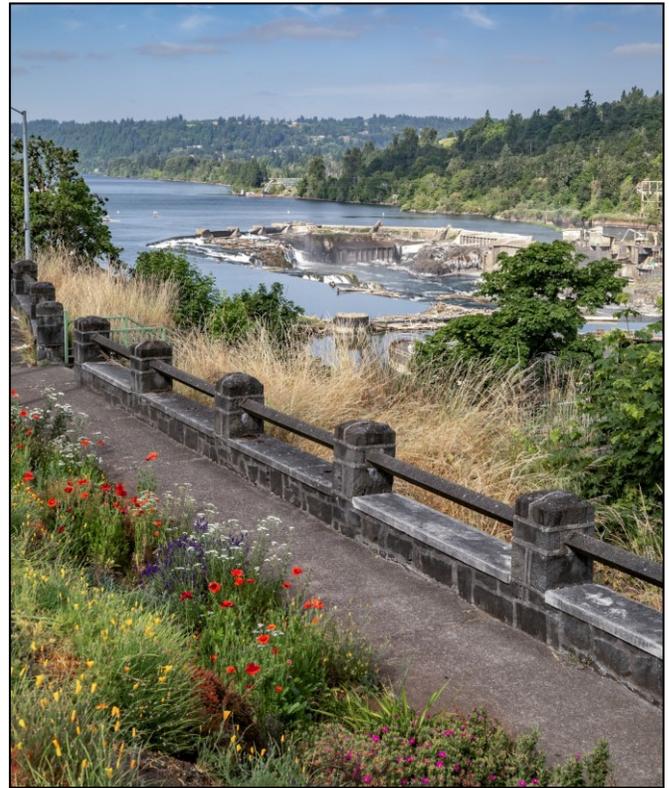
Oregon City operates under the provisions of its own charter and applicable state law with a Council-Manager form of government. The elected officials consist of the Mayor and four Commissioners who serve staggered four-year terms. All positions have term limits, and no person shall hold office for more than two terms of four years in any ten-year period. The City Manager is appointed by the City Commission to oversee the delivery of public services and is responsible for all administration and management.

Operating on a 2025-2027 Biennial Budget of \$318.1 Million with 221.23 FTEs, the City provides a full range of municipal services to the community which includes police protection, traffic control and improvements, street maintenance and improvements, water distribution, wastewater collection and stormwater services, planning, zoning and building regulation and inspection, community library service, municipal court and parks and recreation.

**THE LIBRARY**

OCPL serves approximately 61,000 residents, including 38,000 within city limits and 23,000 in unincorporated Clackamas County. The Library operates seven days a week and provides a wide range of services, programs, and materials to the community. The Library operates with 20.25 FTE, translating to approximately 35 staff members, including both union-represented and on-call employees. The Director is supported by two managers, including one newly budgeted position.

OCPL is primarily funded through a permanent Clackamas County Library District tax rate of \$0.3974 per \$1,000 of assessed value, with additional support historically provided by the City's General Fund. While OCPL is an independent municipal library, it is also a member of the Libraries in Clackamas County (LINCC) cooperative. Through LINCC, the Library benefits from centralized services including cataloging, integrated library systems, courier services, and regional collaboration. The Library facility includes the historic 7,000-square-foot Carnegie Library built in 1913, along with a 14,000-square-foot expansion completed in 2016. The Library is located in Library Park, near City Hall and across from the Pioneer Community Center.



The Library is supported by a seven-member Library Board representing the service area, as well as strong partnerships with the Oregon City Library Foundation and the Friends of the Oregon City Public Library.

The Oregon City Public Library's mission is to promote literacy and love of reading, support lifelong learning, celebrate inclusivity, curiosity, and diversity, and support individual and community enrichment and growth throughout the entire library service area. The Library's guiding principles emphasize championing intellectual freedom and equitable access to information from many perspectives; ensuring collections, services, and programs reflect and support the diversity of the community; conducting all interactions with respect and confidentiality; providing safe and inclusive spaces for community members to gather and exchange ideas; maintaining transparency, accountability, and follow-through; and remaining forward-looking to anticipate future community needs.

The Library is supported by a seven-member Library Board representing the service area, as well as strong partnerships with the Oregon City Library Foundation and the Friends of the Oregon City Public Library.

## THE POSITION

The Library Director leads all activities and operations of the Oregon City Public Library. Reporting to the Assistant City Manager, the Director serves as a member of the City’s Executive Team and collaborates closely with executive colleagues to advance City initiatives.

The Director supports and inspires staff, serves as the chief advocate for library services, and acts as the primary liaison to the community and community groups. This position has full management responsibility for all library services, including recommending and administering policies and procedures, and overseeing the development and implementation of goals, plans, objectives, and priorities.

The Director will establish service and staffing levels within City policy, monitor and evaluate service delivery, and allocate resources accordingly. The role plans, directs, and coordinates the work of the library through staff, assigns projects and programmatic responsibilities, and evaluates work methods and procedures while working with management staff to identify and resolve operational challenges.

The Director also oversees the development and administration of the library budget, including forecasting needs for staffing, equipment, materials, and supplies, approving expenditures, and implementing adjustments as necessary. The Director ensures equitable access to library services across the entire service area, consistent with available resources and capacity.

The Director will lead major initiatives and projects, and explain, justify, and support library programs, policies, and activities, including navigating sensitive or complex issues. The role represents the Library to City departments, elected officials, and outside agencies, and coordinates with regional partners, including active participation in the Libraries in Clackamas County cooperative.

The Director provides staff support to the City Manager, City Commission, and Library Board, prepares and presents reports and correspondence, and participates on boards, commissions, and committees. The position will assess community needs, defines the scope of services and programs, and develops long-term service plans.



The Director also oversees the planning and maintenance of library facilities and equipment, evaluates future space and service needs, stays current on trends and innovations in library science, and responds to sensitive community inquiries and concerns.

## OPPORTUNITIES & PRIORITIES

- Implement the Library’s new outreach vehicle to expand service delivery across the 110-square-mile service area.
- Launch and integrate the Library’s first after-hours book locker to improve accessibility.
- Plan and execute a major interior refresh, including paint and carpet upgrades.
- Ensure equitable access to library services across both incorporated and unincorporated service areas.
- Strengthen collaboration within the LINCC cooperative and maximize regional resource sharing.
- Continue building strong relationships with the Library Board, Foundation, Friends group, and broader community.
- Align library services with evolving community needs while maintaining high-quality service delivery.

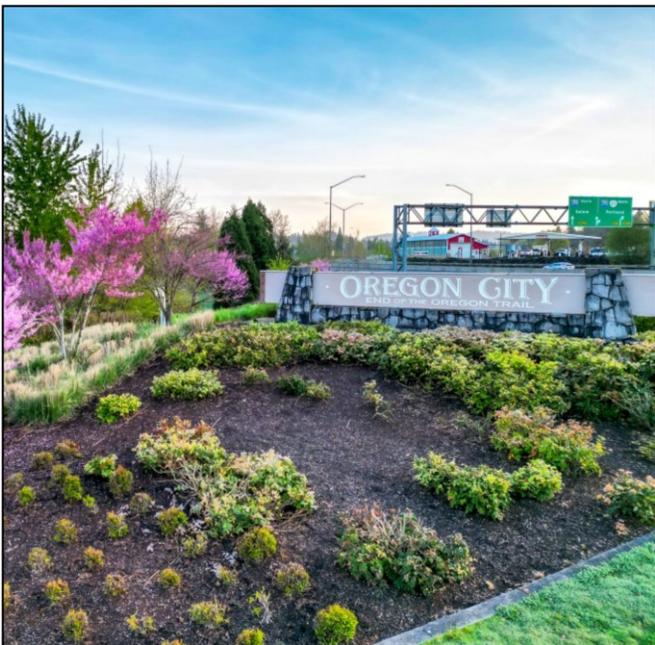




**THE IDEAL CANDIDATE**

**Education and Experience:**

- The position requires advanced knowledge of library services and a master’s degree in library science (MLS/MLIS) from an ALA-accredited institution. Candidates should have a minimum of five years of progressively responsible professional library experience, including supervisory experience in a unionized environment. Any combination of education, skills, and experience may be considered.
- Preferred qualifications include experience with municipal budgeting and financial forecasting; familiarity with Oregon public meetings law, procurement law, and applicable OAR/ORS requirements; experience using social media for library services; and active participation in professional organizations.



**Necessary Knowledge, Skills and Abilities:**

- The ideal candidate will be collaborative, connected, and skilled in developing strong relationships throughout the community. This person will advocate for the library within the region and navigate a variety of stakeholders with diplomacy and professionalism.
- The ideal candidate will value the history of the public library and community while providing vision to guide the library forward, and have a demonstrated ability to respect community input while applying library resources appropriately to community needs and priorities.



- The ability to absorb information from multiple sources, shape ideas, and communicate a clear path forward.
- The ability to prepare staff for change and successfully implement organizational and operational changes.
- The ability to model, promote, and uphold the City of Oregon City Operating Principles.
- Knowledge of effective written and verbal communication practices.
- Knowledge of social media tools and their application for library services and community engagement.
- Knowledge of decision-making approaches that evaluate multiple options and guide teams through ambiguity.
- Knowledge of municipal budgeting practices, including forecasting future financial needs and obligations.
- Knowledge of Oregon public meetings law, Oregon procurement law, and Public Library-related OAR/ORS requirements.
- The ability to demonstrate a strong commitment to equity, diversity, and inclusion in service delivery and organizational culture.
- The ability to engage in professional organizations and support staff participation in ongoing professional development.

**COMPENSATION & BENEFITS**

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- **\$123,360 - \$154,020 DOQ**
- Oregon Public Service Retirement Plan (OPSRP)
- Medical, Vision, and Prescription Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability
- 15 Days of Sick Leave per Year
- Vacation
- 13 Paid Holidays
- HRA-VEBA
- Employer Deferred Compensation (6.27%)
- Merit Pay (up to 3% of annual wages)
- Section 125 Medical and Dependent Care Flexible Spending Account
- Employee Assistance Program
- Education Reimbursement
- 1 Day Work-From-Home per Week (Mondays or Fridays)



To learn more about the City of Oregon City and the local community, please visit:

[www.orcity.org](http://www.orcity.org)  
[www.oregoncity.org](http://www.oregoncity.org)

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Oregon City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 19, 2026** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Oregon City, OR – Library Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

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