



CITY OF TOLEDO, OREGON

JOB RECRUITMENT - ANNOUNCEMENT

JOB REFERENCE NUMBER: 2024-05
SALARY: \$6240-7594/month; starting salary depending on qualifications
DEPARTMENT: Library
POSITION TITLE: Library Director
POSTING DATE: March 7, 2024
CLOSING DATE: Open until filled

How to apply: Please submit a completed cover letter, city employment application and resume to the City Recorder to the address listed below. A copy of the full job description and the employment application is available on the City's website at www.cityoftoledo.org/jobs. You may pick up a copy at City Hall. For further information concerning the above vacancy please contact the City Recorder at (541) 336-2247 ext. 2060.

Toledo City Hall
Attention City Recorder
206 N. Main Street
Po Box 220
Toledo, Oregon 97391
E-mail: lisa.figueroa@cityoftoledo.org

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

**The duties/responsibilities, experience and certifications listed below is a summary of the requirements for the position. To see a full list of the position requirements, please refer to the job description.*

Administer, oversee, manage, and direct all activities, operations, and personnel of the Toledo Public Library. Supervises five (5) library staff as well as library volunteers.

- Serving as administrator of the library, recommending needed policies, and supervising operations of library staff.
- Providing prompt, efficient, impartial, courteous and friendly service to everyone.
- Oversee the collection development and selection of all purchases of materials for the library within the limits of the annual budget.
- Shall keep the record of all fiscal expenditures and shall prepare a financial statement which will be reported to the officials of the local government.
- Assist in the preparation of the annual budget alongside other City departments and in coordination with the City Manager and Finance Department.

Minimum Education

- Bachelor's degree in Library Sciences or related, or;
- Associates degree with three (3) years of progressive experience.



Experience

- The position requires 3 – 5 years of directly related experience.

Certifications/Licenses

- Must have valid Oregon Driver's License or the ability to obtain one upon acceptance of the position

The City of Toledo is an equal opportunity employer and does not discriminate.