

	City of Toledo Library Director Job Description	
	Salary Range: \$6,240-7,594/month	Department: Library Dept
	Classification: FLSA Exempt	Supervisor: City Manager
	Representation: Non-Represented	Location: Library Department

General Roles and Responsibilities

Administer, oversee, manage, and direct all activities, operations, and personnel of the Toledo Public Library. Represent the Library and manage its role within the City and the Lincoln County Library District.

Supervision Received and Exercised

- Position functions under the direction of the City Manager
- This position supervises the Assistant Library Director, Technical Services Operator, Technical Services Operator/Children’s Librarian, Technical Services Operator/Adult Programs Specialist and the Library Clerk

Knowledge and Skills Required

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

Required Knowledge:

- Principles and practices of public library functions.
- Principles and practices of public administration as applied to a public library.
- Strong human relations and communication skills.
- Strong digital proficiencies, including use of library software, budget management software and general office software.
- Supervisory, conflict resolution and problem solving skills.
- Strong collaborative skills.

Primary/Essential Responsibilities

- A. Serving as administrator of the library, recommending needed policies, and supervising operations of library staff.
- B. Recruiting, hiring, educating, training and supervising library staff.
- C. Carrying out the policies of the library as adopted by City Council.
- D. Providing prompt, efficient, impartial, courteous and friendly service to everyone.

- E. Oversee the collection development and selection of all purchases of materials for the library within the limits of the annual budget.
- F. 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.
- G. Marketing and public relations, serving as a public representative of the Library and the City
- H. Assist in the preparation of the annual budget alongside other City departments and in coordination with the City Manager and Finance Department.
- I. Affiliate with state professional organizations and attend professional meetings, workshops, and continuing education courses at library expense.
- J. Oversee and/or assign responsibility of reminding patrons of overdue materials.
- K. Oversee and/or assign responsibility of ordering interlibrary loans.
- L. Manage complaints from the public.
- M. Research, gather information, and make recommendations concerning all library decisions, such as new purchases, Direct State Aid, and all other decisions.
- N. Establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general public.
- O. Oversee facility management and operations and maintenance of the Library building and immediate grounds.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

The work 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.

This level has a work environment with only occasional (20-40%) hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. Positions with some responsibility for driving are to be placed at least at this level. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise of independent judgment. The noise level in the work environment is generally quiet.

Physical and Mental demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require some (20-40%) physical efforts or manual labor such as lifting, carrying or constant movement. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, kneel, crouch, use hands to finger, grasp, handle, feel or operate objects, tools or controls, talk and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Revisions: 02/21/2024 – Non-Substantive (Clarifying)
Adopted: July 1, 2000