

Position: Library Director

Library: Garden Home Community Library (GHCL)

Location: Portland, Oregon (Washington County)

Closes: Open until filled. For maximum consideration, submit application no later than 12:00 midnight on January 15, 2013.

**Overview:** The Garden Home Community Library, a nonprofit organization and member of Washington County Cooperative Library Services (WCCLS), seeks an experienced librarian, skilled manager, and community-oriented leader to fill our full-time Library Director position. This is a unique position that requires vision and strategic thinking, a commitment to collaboration, and a willingness to wear many hats. The library is small (1,886) square feet, so staff members work very closely together. The library is very busy and popular with its patrons.

The director reports to the board of the Garden Home Community Library Association (GHCLA), a volunteer board elected by the association. The director supervises eight staff, including a full-time Youth Librarian and a .8-time Adult Services Programmer. The director works closely with the staff of WCCLS and is a member of the WCCLS Policy Group.

The Garden Home Community Library is housed inside the Garden Home Recreation Center, a member of the Tualatin Hills Parks and Recreation District (THPRD). In addition to the tasks typically associated with a traditional library director, the director of the Garden Home Community Library has the opportunity to do more extensive community outreach, including growing a partnership and collaborating in joint activities with the Garden Home Recreation Center.

#### **Duties and Responsibilities:**

- Acts in accordance with the mission of the Garden Home Community Library, under the general direction of the Garden Home Community Library Association (GHCLA) board, and in collaboration with community partners such as the Garden Home Recreation Center / Tualatin Hills Parks & Recreation Department (THPRD).
- With appropriate consultation with the board or others, engages in development and implementation of library policy and strategic planning.
- Oversees planning and provision of library services and programs; delegates appropriately to and collaborates with Youth Librarian on youth programs and Adult Services Programmer on adult programs.
- Manages development and maintenance of GHCL collections; selects materials or assigns other staff to select materials according to established collection development policies. Responsible for acquisition, cataloging (with Youth Librarian), and inventory of materials following established GHCL and Washington County Cooperative Library Services (WCCLS) policies and procedures.
- Assesses community needs for library services and materials, and develops strategies for meeting them.

- Collects and analyzes statistics, records, and data required for compliance with local and state-mandated reporting requirements; prepares annual and periodic reports on program operations and planning.
- Leads patron services; models good patron support and interaction skills; resolves patron concerns and complaints; responds to patron suggestions.
- Manages all library staff, including recruitment, selection, discipline, and termination; maintains HR records; provides orientation and ongoing training, and regular employee feedback and annual employee reviews and salary adjustments; assesses need for and makes available staff development opportunities; sets staff schedules; resolves employee complaints with referral to board President when necessary. Assures library compliance with HR laws and regulations. Advises and works cooperatively with board on staffing needs and HR policies and handbooks.
- With board Volunteer Coordinator and Youth Librarian, integrates volunteers into library operations.
- With the board Treasurer and Finance Committee, projects annual expenditures and revenues; develops annual budget; participates in annual audit; monitors financial affairs; presents monthly financial statements to the board. With payroll service and bookkeeper, assures payment of payroll and invoices, and proper collection and accounting for revenues.
- Assures upkeep, maintenance, and repair of library space and furnishings. Arranges for purchase, upkeep, maintenance, and repair of computers and related technological hardware, furniture, and other supplies. Develops and manages a technology replacement schedule for staff and public computers. Negotiates with vendors and contractors and assures appropriate agreements are in place.
- Represents GHCL on the WCCLS Policy Group and various committees as appropriate; assigns other staff to attend WCCLS meetings and training as needed; assures library compliance with WCCLS policies; monitors WCCLS information system plans; assures that GHCL remains in compliance with WCCLS contractual agreements.
- In collaboration with other WCCLS member libraries, seeks to advance the goals of the Washington County Library Services Long Range Service Plan.
- Maintains positive relations with leadership and staff of the Garden Home Recreation Center / THPRD. With recreation center leadership and staff, identifies opportunities and responds to suggestions for collaborating on appropriate programs and activities; facilitates support for collaborative programs and activities.
- As requested by the board, serves as liaison to countywide Friends of Library group.
- Supports and advises the board of directors; provides regular written reports to the board; attends monthly board meetings; advises and supports board policy, planning, and outreach efforts; publicizes board events and position openings.
- Cultivates community awareness of the library and the GHCLA. Seeks positive media and other communications to the community about the library and its services. Positively represents the library in external settings, including community and civic organizations.
- With staff of the Garden Home Recreation Center and in compliance with THPRD and Garden Home Recreation Center policies, develops and updates a security plan for the library, including collections, the public, and staff.
- Participates in professional organizations.
- Works at the circulation desk when necessary.

- Performs other related duties as needed.

**Required qualifications:**

- Superior leadership and management skills, including the ability to inspire and interact with staff, volunteers, board members, and community partners in a way that demonstrates vision and prioritizes the library's mission and reputation.
- The ability to build collaborative working relationships with myriad individuals and groups balanced with the ability to carry out and follow through on numerous tasks independently.
- The ability to train, motivate, appropriately delegate to, and explain policy to staff and volunteers.
- The ability to demonstrate good judgment and make sound decisions.
- Superior customer service skills, including the ability to respond to difficult situations in a calm, tactful, and professional manner.
- Thorough knowledge of modern public library management, collection, and programming practices. Willingness to update skills over time.
- Strong time-management and organizational skills. The ability to prioritize appropriately.
- Excellent written and oral communication skills.
- The ability to plan for the future to meet changing needs with limited resources.
- Impeccable discretion, commitment to public service, and financial management skills.
- Because of the small size of this library, a willingness sometimes to perform tasks that would normally be delegated in a larger library.

**Additional desirable qualifications:**

- Experience working with a governing non-profit board, especially a governing non-profit library board.
- Experience in strategic planning and implementation.
- Experience managing public and/or non-profit budgeting and financial affairs.
- Experience working in organizations that successfully utilize volunteers and reach out to their communities.
- Experience as a youth librarian.

**Education and experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities for the Library Director position. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible professional library experience, three years of management and/or supervisory experience, and a graduate degree from a School of Library Science accredited by the American Library Association.

**Physical demands and work environment:** The physical demands and work environment described here are representative of those encountered in performing this job. Reasonable accommodations will be made to enable persons with disabilities to perform essential job functions.

- This position requires a valid driver's license in the State of Oregon and an acceptable driving record.
- Long periods of sitting are required. Occasional prolonged periods of standing are required.
- This position involves flexible hours; regular evening and weekend work is required.
- This position requires frequent computer and telephone use.
- This position requires frequent contact with other persons both in-person and on the phone.

**Salary and benefits:** Salary range for this position: \$56,160 to \$74,880. Benefits include fully employer-paid health, vision, dental, and disability insurance premiums for the employee. Opportunity to participate in SIMPLE retirement plan; employer matches employee contribution up to 3% of annual salary. Employer-paid professional dues (ALA and OLA).

**How To Apply:** Send the items below **in a single PDF document** to GHCLDirectorSearch2013@gmail.com.

- ✓ Cover letter explaining how your experience and education qualify you for the position of Director of the Garden Home Community Library. Indicate in this letter whether you possess an MLS degree and, if so, from what institution. Also indicate in this letter your experience or education related to youth librarianship.
- ✓ A resume outlining pertinent experience and education.
- ✓ A writing sample, certified to be your own sole work, of two to five pages on a topic of librarianship, non-profit strategic planning or management, or community outreach. (This need not be a published piece of writing.)
- ✓ Responses to the following:
  - 1) Describe your experience leading others. Include a description of your supervisory experience, if applicable. How do you motivate others? How do you handle disagreements with or among those you lead?
  - 2) Describe your experience working with partner organizations or divisions within an organization.
  - 3) Describe your experience working with or for non-profits. Particularly describe your experience working with or being on a governing non-profit board. Describe your understanding of the relationship between a non-profit director and a governing board.
  - 4) Describe your experience building community.
  - 5) Describe something creative you've done.

**Selection:** Applicants selected for an interview will be notified by telephone or email. Finalists may be required to furnish official copies of school transcripts. Before an offer is extended, GHCLA may require a criminal history check and/or drug testing. Because the director handles library funds, the bylaws of the GHCLA require that the director be bonded or insured; while the library pays the cost of this insurance or bond, a successful candidate must qualify for the insurance or bond at a reasonable rate, as determined by the GHCLA board of directors.