

COOPERATIVE LIBRARY SERVICES MANAGER  
WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

**Are you passionate about your career in library program management and looking to take the next steps in your career path? We want to hear from you!**



CAREER OPPORTUNITY

## WHO WE ARE



Washington County is one of just nine Oregon counties operating under home rule charter. The Charter provides the county with the authority to design an organized structure that effectively responds to community needs. It establishes a Council-Manager form of government, with a five-member Board of Commissioners assuming the legislative role. The Board Chair serves on a full-time basis and is elected at-large. The remaining four commissioners are elected by district voters and serve on a part-time basis.

The Board appoints the County Administrator who is responsible for providing staff support to the Board and overseeing daily operations. In addition to Housing Services, County offices and departments include: the Sheriff's Office, District Attorney's Office, Housing Services, Health and Human Services, County Counsel, Juvenile Services, Land Use & Transportation, County Auditor, Cooperative Library Services, Assessment & Taxation and Support Services. The Sheriff, District Attorney and Auditor are elected department head positions. County Counsel, like the County Administrator, is appointed by the Board of Commissioners.

## WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

Recruitment is underway for a dedicated Cooperative Library Services Manager for Washington County Cooperative Library Services (WCCLS). WCCLS is a unique partnership between the County, nine cities and three non-profit organizations to provide public library services to the 580,000+ residents of Oregon's second largest county. WCCLS has three roles in support of this partnership: it is the primary funding source for public library operations; it provides support services and infrastructure for its member libraries and provides outreach to special populations. WCCLS's funding comes from a combination of County general funds and a dedicated local option levy.

The Cooperative Library Services Manager manages a \$40 million annual budget plus reserve funds and directs a staff of approximately 43 full-time employees providing support and direct outreach services. WCCLS is a consensus-driven organization and manages the interests of small and large, urban and rural libraries that serve a diverse population requires flexibility, collaboration, and leadership. The Cooperative Library Services Manager serves as a member of the County's senior leadership, and promotes reading and library services through community partnerships.

# LIBRARY SERVICES MANAGER POSITION

## COMPENSATION & BENEFITS

### ESSENTIAL DUTIES INCLUDE:

- Drafts, implements and administers agreements with library partners to deliver library service to Washington County residents,; and collaborate with County Administration, County Counsel, and WCCLS boards to negotiate agreements and develop distribution formulas.
- Provides staff assistance to County Administration by developing and recommending library and information policy.
- Coordinates activities of the WCCLS Executive and WCCLS Policy Group advisory boards; and provides support for board meetings, activities and education.
- Manages the development, negotiation and approval process for WCCLS levy proposals; develops levy education and communication plans; and manages countywide levy public education efforts.
- Prepares, analyzes and interprets a variety of statistical reports for County, boards, and libraries that evaluate overall library services.
- Manages WCCLS fiscal resources including budget planning, preparation, justification, and monitoring; provides fiscal planning for central support, outreach and public library funding needs, and conducts revenue and expenditure forecasting.
- Leads the development and implementation of the WCCLS long range plan including departmental goals, objectives, policies and procedures, and countywide service goals for member libraries.

### REQUIRED EDUCATION and EDUCATION

A typical way to obtain the minimum qualifications would be:

- A Master's degree in Library Science from an accredited American Library Associations program; AND
- Seven (7) years of professional level experience in library management and fiscal planning/administration which includes at least two (2) years of direct supervision of professional staff.

The salary range for this opportunity is \$109,998.48 - \$133,662.72 annually. The salary offer will be made based upon qualifications and experience.

Additionally, Washington County currently offers a comprehensive benefits package including:

- Medical, Dental, Vision and Employee Assistance Program (EAP) coverage for the employee and eligible family members.
- Employer paid Life, AD&D, and Long Term Disability Insurances.
- Ten (10) paid holidays per year.
- Vacation accrual starts at twelve (12) days per year.
- Additional 40 hours of administrative leave per fiscal year - prorated based on start date.
- All employees accrue sick leave at a rate of .0462 hours for each hour worked.
- Retirement - Oregon Public Service Retirement Plan (OPSRP/PERS).
- Other Voluntary benefits including supplemental Life Insurance, and
- 457b Deferred Compensation Plan.

Please visit the Employee Benefits section of the Washington County Human Resources pages at: [www.co.washington.or.us](http://www.co.washington.or.us) for more detailed information.

## **THE RECRUITMENT and SELECTION PROCESS**

The application period for the WCCLS vacancy begins on November 18, 2017 and will close to applicants December 10, 2017. Applicant's qualifications will be evaluated as materials are submitted. It is our goal to fill this high-profile vacancy as soon as possible and begin oral panel interviews in January 2018.

To review a more comprehensive job announcement and to be considered for this opportunity, please apply on-line by going to our Job Opportunities web page at: [www.washcojobs.org](http://www.washcojobs.org) and attach the following information to a fully completed employment application document:

- Cover Letter,
- Comprehensive Resume, and
- Professional References.

You may address your cover letter to: Nicole Stewart  
Talent Acquisition  
Human Resources Division  
155 N. First Avenue, MS11  
Hillsboro, OR 97124

For more detailed information, e-mail: [hr@co.washington.or.us](mailto:hr@co.washington.or.us)

Human Resources will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in the job announcement and recruitment profile. Candidates meeting the desired criteria will be forwarded to a subject matter expert panel for further evaluation. References will not be contacted until mutual interest is established.

Washington County and the Portland metropolitan area are nationally recognized as being among the most livable areas in the country. Located on the western edge of Portland, Washington County is the second largest and fastest growing urban county in Oregon, with approximately 560,460 citizens. The community is Oregon's most ethnically diverse, drawing from Europe, Central and South America, Asia, the Pacific nations and Africa. Residents and institutions alike reflect a global perspective.

Washington County encompasses 727 square miles, with 12 incorporated cities including Hillsboro, Beaverton, Tigard and Tualatin, along with a large urban unincorporated population. Focused residential and industrial growth has enabled the county to preserve more than 80% of its agricultural and forestlands with the nationally acclaimed Urban Growth Boundary.

The community enjoys excellent schools, and a uniquely diverse array of cultural and recreational activities. With only an hour's drive from the beach and the mountains and a half-hour to downtown Portland, Washington County enjoys the benefits of a healthy urban and rural environment. Light rail and commuter rail links our cities, and vibrant station area communities are growing around them.

The county's developed regions are home to traditional suburban and new-mixed use neighborhoods, electronics leaders such as Intel, IBM and Tektronix, major new biotech (Genentech) and solar energy (Solar World) plants, and world headquarters for both Nike and Columbia Sportswear. Intel's investment in Washington County exceeds that of any Intel site worldwide. Outside the Urban Growth Boundary, the county transitions to nurseries, wineries and other farm and forest enterprises.



Washington County offers employees a collaborative culture, work-life balance, and a comprehensive benefits package. Working within Washington County provides daily opportunities to serve and build communities now and into the future. We are an equal opportunity employer with a commitment to a diverse and inclusive workforce. Women, minorities, veterans and people with disabilities are encouraged to apply.