CITY OF LAKE OSWEGO
EMPLOYMENT OPPORTUNITY

LIBRARY MANAGER
REFERENCE, ADULT AND TECHNICAL SERVICES

The Position: The City of Lake Oswego Library, one of the busiest and well-funded public libraries in Oregon, is seeking a Library Manager to join the administrative management team. This is an outstanding opportunity to be part of a dynamic group committed to excellent service, technical innovation, and creative endeavors to best manage one of the City's prized resources. The position reports to the Library Director and supervises the operations of the Reference, Adult and Technical Services divisions of the library.

Key responsibilities include but are not limited to:

- Manage the Reference, Adult and Technical Services division staff. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Measure and evaluate performance and program effectiveness and takes action for improvement as necessary. Authorize payments to vendors, program providers, and consultants.
- Supervise and provide direction and technical assistance to assigned support staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
- Provide input to the Library Director on Library policies and procedures affecting operation of the entire Library. Assist Library Director by managing projects that involve more than one Library division.
- Develop, coordinate and supervise the delivery of service to Library users within a specialized area of assignment. Seeks patron input and evaluates effectiveness of services provided and initiates changes to enhance quality and efficiency.
- Coordinate and oversee promotional programs. Works with public and private organizations and schools in promoting City Library services.
- Prepare, recommend and monitor budget for divisions. Provide explanation for variances. Participate in citywide budget process as required.
- Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
- Provide direction and set standards for excellence in internal and external customer service. Model professional and courteous behavior utilizing creative problem solving techniques.

- Represent the Library, division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provides comment and testimony.
- Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
- May serve as the acting Director and provide leadership in emergency situations.
- Perform other duties of a similar nature or level.

Education and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Master's degree in Library Science, and five years' experience as a professional librarian, including three years in a specialized area of assignment and two years in a supervisory or lead worker role, or an equivalent level of education and work experience sufficient to successfully perform the essential duties of the job such as those listed above. Strong candidates will have experience in Reference, Adult and Technical Services.

For a complete list of the essential duties, knowledge, skills and abilities required, and physical and mental demands please review the complete job description at www.ci.oswego.or.us.

5:00 P.M. Friday, September 14, 2018

An Equal Opportunity Employer

Minorities, women and qualified individuals with disabilities are strongly encouraged to apply. If you wish modification of the selection process in order to accommodate a disability, please make your request in writing and submit it with your required application materials