



LIBRARY DIRECTOR

SALARY: \$134,345 - \$170,205 DOQ + COMPETITIVE BENEFITS

THE CITY OF TUALATIN, OREGON, is offering an exciting career opportunity for an experienced management professional to make a difference in our community by providing progressive, innovative leadership as Tualatin's new Library Director.

THE COMMUNITY

The City of Tualatin, population 28,000, is a dynamic, vibrant community ideally located just 12 miles south of Portland and 30 miles north of Salem, the state capitol. Situated at the intersection of Interstate highways 5 and 205, Tualatin is a short distance to adventure: skiing, snowboarding, and sledding on majestic Mt. Hood in the Cascade Mountain Range; family-friendly summer water activities on the central Oregon Coast; national-level wind-surfing or parasailing on the mighty Columbia River, while enjoying the striking natural beauty of Multnomah Falls in the Columbia Gorge National Recreation Area.

Tualatin's population is well-educated, diverse, and involved in community and school activities. There are excellent educational opportunities available through the Tigard-Tualatin School District and numerous colleges and universities within easy commuting distance. Tualatin enjoys a high quality of life; in recent surveys over 90% of Tualatin residents say Tualatin is a great place to live and 91% rated library service as excellent/good. Residents overwhelmingly report that Tualatin is a safe community with 92% reporting they feel safe in their neighborhoods. Additionally, Tualatin residents are active and engaged; with a volunteer program that boasts an active roster of over 2000 individuals and over 90% of residents report they visit a city park at least once yearly.

The city features a balance of high-quality residential areas, along with multiple commercial and industrial zones. Tualatin is a mid-sized city with a big city attitude and spirit. Tualatin is one of Oregon's most livable cities; a 39-year Tree City USA, it has an extraordinary landscape, painted with charm, opportunity, and accessibility. Our residents enjoy a low tax rate, in part due to our strong commercial/industrial base, which also creates many high-income earning jobs.



Large employers include Legacy Meridian Park Hospital and Lam Research. The Portland Trail Blazers basketball practice facility and the corporate headquarters of DPI Specialty Food Enterprises and Nortek Air Solutions are examples of diverse enterprises within the city. Bridgeport Village and Nyberg Rivers are award-winning life-style centers, offering outstanding shopping and restaurant opportunities to the region.



THE CITY OF TUALATIN GOVERNMENT

The City of Tualatin is organized under the Council/Manager form of government, with the City Manager serving as the administrative head of the organization. The current City Manager has served since December 2006 and is only the organization's fourth city manager. The City has a history of progressive leadership with stable and civil governing bodies, and a commitment to improving the quality of life through well-managed, responsive city services, and a record of fiscal prudence.

The organization is made up of 17 divisions within nine departments responsible for all services except fire, which is provided through a special district, Tualatin Valley Fire & Rescue.

The Tualatin Library's mission is to empower and enrich the community through learning, discovery, and interaction. Comprised of 18.6 FTE, and a \$2.9 million budget for FY 25/26, the department includes the Public Services division and the Access Services division. The Tualatin Library is a member of the Washington County Cooperative Library Services (WCCLS), a 12-member consortium that shares a common ILS, courier, outreach services, and policies.





THE LIBRARY DIRECTOR

Tualatin's Library Director is responsible for guiding the Library in developing its potential as a focal point for community information, culture, and social interaction. The Director plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Library Department. The Director reports to the City Manager and serves on the City's Executive Management Team.

The Director mentors and guides a team of dedicated Library staff who are committed to building a stronger community and social cohesion. In addition to overall supervision of the Library Department, the Director develops, directs, and coordinates the implementation of departmental goals, objectives, policies, procedures, and work standards for the department; and establishes, within City policy, appropriate budget, service, and staffing levels.

The Director identifies and seeks alternative means of supporting and financing library services and programs, including grant applications, fundraising, donor relations, and association with Friends of the Tualatin Library, the Tualatin Library Foundation, and related community groups.

The Director prepares complex public and administrative reports and makes public presentations before the City Council, committees, boards, and civic and professional organizations.

THE IDEAL CANDIDATE

The ideal candidate has an excellent reputation as a passionate and innovative Library professional who is flexible and relationship-oriented. The Library Director will have strong people skills and will be focused on bringing out the best in the Library staff. The Library Director will provide strong day-to-day leadership, will be adaptive, and will have navigated complex organizational change. The ideal candidate will also be committed to diversity, equity and inclusion.

The Library Director will collaborate with other city departments and partner agencies to find solutions to sometimes challenging problems. The director is an outstanding communicator, both written and orally, and is an effective and efficient relationship builder that develops long lasting collaborative partnerships with residents, businesses, employees, peers, elected officials, stakeholders, and partners. The Library Director must be articulate and be able to conceptualize and present ideas to elected officials, community leaders, staff, patrons, and residents. The successful candidate is routinely recognized for strategic thinking, being a resourceful problem-solving, their strong organizational skills, and demonstrating excellent judgment. The Library Director is also a strong supervisor who encourages excellence and is committed to being a role model for the organization.

The successful candidate will be an active participant in strategic planning as a member of the executive team, finding balance between departmental and Citywide goals.

The ideal candidate is passionate about Library services and possesses a strong commitment toward quality-of-life and a strong appreciation for community involvement. The Director will also possess a sensitivity and appreciation for both political and public processes while displaying a willingness to meet the needs of the community leaders, residents and interest groups in an open, honest and constructive manner.



MINIMUM QUALIFICATIONS

A minimum of eight years of demonstrated, progressively responsible administration and management experience in the Library profession, with a thorough knowledge of the functioning of a full-service library. A master's degree in Library Science, Information Science, Public Administration, Social Sciences, or a closely related field is required; and eight years of experience in a library organization, public administration, strategic planning, community engagement, or nonprofit management, including three years in a senior management role; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Required Skills & Abilities: Ability to work effectively with partner organizations. Ability to collaborate and cultivate organization interdependence. Possession of strong people-management and leadership skills. Ability to coach and lead staff with compassion while ensuring exceptional public library service. Strong ability to collaborate and perform as a high-functioning team member. Ability to foster and maintain a welcoming community space which offers a high level of service and public engagement.

COMPENSATION AND BENEFITS

Salary: This full-time position has an annual salary range of \$134,345.68 - \$170,205.55. (+3.5% Cost of Living Adjustment on July 1, 2026). Final compensation package is dependent upon qualifications.

Retirement: The City is a member of the Oregon Public Employees Retirement System. The City of Tualatin contributes the employee's portion (6%) to the system.

Deferred Compensation and Flexible Spending Accounts: The City provides a 3% of salary contribution to a 401a plan, and additionally offers a voluntary deferred compensation program. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums. Additionally, the City contributes an initial \$1000 into an HRA-VEBA account.

Insurances: The City provides life insurance, accidental death and disability, and long-term disability as well as offers comprehensive health plan options (Kaiser or Regence) and dental plan options (Delta, Kaiser or Willamette Dental). The City covers 90% of the insurance premium for Medical and Dental.

Leave: Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are 11 paid holidays, two floating holidays, and 40 hours of administrative leave annually. Additionally, the City offers a protected leave program offering up to at least 12 weeks of fully paid leave for qualified reasons.

Miscellaneous: A city vehicle is available for city business during regular workdays. This position is non-represented, Exempt Management. This position receives a \$200/month resource stipend and has the option of either a \$50/month cell phone stipend or the use of a city-provided cell phone.

HOW TO APPLY

The City of Tualatin is an equal opportunity employer and is dedicated to a policy of non-discrimination. All qualified applicants are encouraged to apply as soon as possible and no later than June 26, 2026. Apply online at <http://agency.governmentjobs.com/tualatinor/default.cfm>.

If you need accommodation in the recruitment process, please contact Human Resources at 503.691.3022, TDD 503.692.0574, or email to dbullard@tualatin.gov